



FAIRFAX COUNTY  
PUBLIC SCHOOLS

**Department of Financial Services**

Office of Procurement Services  
8115 Gatehouse Road, Suite 4400  
Falls Church, Virginia 22042-1203  
Telephone: 571-423-3550

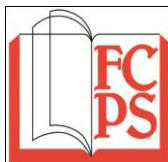
**NOTE:** Fairfax County Public Schools conducts all procurement activities in accordance with delegated authority from the Purchasing Agent of Fairfax County Government. Bids and proposals in response to FCPS solicitations must be delivered to the address above on or before the date and time stipulated in the solicitation.

PRE-PROPOSAL CONFERENCE

RFP2000000877  
Enterprise eCommerce System

A pre-proposal conference will be held on October 17, 2013 in Conference Room 4050 at 1:00 p.m., at Fairfax County Public Schools at the address above. All offerors are urged to attend.

All questions pertaining to this RFP should be submitted in writing to the contract administrator at [rhschanamann@fcps.edu](mailto:rhschanamann@fcps.edu) prior to the pre-proposal conference.



# FAIRFAX COUNTY PUBLIC SCHOOLS

Department of Financial Services / Office of Procurement Services

8115 Gatehouse Road, Suite 4400

Falls Church, VA 22042-1203

<http://www.fcps.edu/fs/procurement>

Telephone: 571-423-3550; Fax: 571-423-3576

<b>ISSUE DATE:</b> October 1, 2013	<b>REQUEST FOR PROPOSAL NUMBER:</b> 2000000877	<b>FOR:</b> Enterprise eCommerce System
<b>DEPARTMENT:</b> Financial Services	<b>DATE/TIME OF CLOSING:</b> November 14, 2013 / 2:00 p.m.	<b>CONTRACT ADMINISTRATOR:</b> Ray Schanamann/ 571-423-3588 – rhschanamann@fcps.edu

**Proposals** - In accordance with the following and in compliance with all terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the proposal is accepted, to furnish items or services for which prices are quoted, delivered or furnished to designated points within the time specified. It is understood and agreed that with respect to all terms and conditions accepted by Fairfax County the items or services offered and accompanying attachments shall constitute a contract.

**Note:** Fairfax County does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment in the performance of its procurement activity.

## NAME AND ADDRESS OF FIRM:

Telephone/Fax No.:

Email Address:

Federal Employer Identification No or

Federal Social Security No.(Sole  
Proprietor)

Prompt Payment Discount: \_\_\_\_% for payment within \_\_\_\_ days/net \_\_\_\_ days

Fairfax Business Prof. &  
Occupational Licensing (BPOL) Tax  
No.

**By signing this bid, Offeror certifies, acknowledges, understands, and agrees to be bound by the conditions set forth in the General Conditions and Instructions to Bidders as described in Appendix A.**

**BUSINESS CLASSIFICATION – CHECK ONE:** ☐ LARGE ☐ SMALL **Described in Appendix B**

CHECK ONE: ☐ MINORITY-OWNED ☐ WOMEN-OWNED **Described in Appendix B**

CHECK ONE: ☐ INDIVIDUAL ☐ PARTNERSHIP ☐ CORPORATION

State in which Incorporated: \_\_\_\_\_

Vendor Legally Authorized Signature

Date

Print Name and Title

Secretary

Sealed proposals subject to terms and conditions of this Request for Proposal will be received by the Director of the Office of Procurement Services at 8115 Gatehouse Road, Suite 4400, Falls Church, VA 22042-1203 until the date/time specified above.

AN EQUAL OPPORTUNITY PURCHASING ORGANIZATION



**SPECIAL PROVISIONS****1. SCOPE OF CONTRACT:**

- 1.1. The purpose of this Request for Proposal is to enter into a contract with a qualified firm to implement an integrated web based eCommerce solution that will allow customers to pay for goods and services through FCPS' website using credit cards and other forms of electronic currency in accordance with the terms and conditions of the Request for Proposal. The resulting contract(s) will be available for use by all agencies and activities of Fairfax County Public Schools and Fairfax County Government.
- 1.2. The initial phase of the eCommerce solution will focus on funds collected from parents for school activities and for funds collected from other customers as described in Exhibit 1.
- 1.3. Additional phases may include the expansion of the eCommerce solution to include other funds not described in Exhibit 1 such as adult education programs and community use of facilities.
- 1.4. FCPS intends to establish an eCommerce solution (the "Solution") that has the following capabilities:
  - 1.4.1. Online store and catalog of goods and services that allows centralized and decentralized FCPS staff to update products, services, events, and pricing in the product catalog(s). (Exhibit 1)
  - 1.4.2. Secure registration by customers with sign on and password reset capabilities.
  - 1.4.3. Shopping cart that allows user flexibility in processing online orders and payments.
  - 1.4.4. Interface with student information systems for creation of student and parent accounts.
  - 1.4.5. Online secure access by parents/guardians to student accounts showing balances owed.
  - 1.4.6. Payment gateway services with FCPS approved merchant bank and issuing bank settlement.
  - 1.4.7. Point of sale functionality at multiple locations.
  - 1.4.8. Capabilities to interface with multiple ERP systems and various transactional systems used by FCPS
  - 1.4.9. Automated and on demand standard daily reconciliation and transactional reporting by product, location, and payee available online, via print and/or email notification specific to each school/department location.
  - 1.4.10. Capability to retrieve historical transaction data for recreation of documents and reports.

**2. PRE-PROPOSAL CONFERENCE:**

A pre-proposal conference will be held on October 17, 2013 at 1:00 p.m. in the Fairfax County Public Schools Gatehouse Administration Center I, Conference Center Room 4050, 8115 Gatehouse Road, Falls Church, Virginia. Attendees requiring special services are asked to provide their requirements to the Office of Equity and Compliance at 571-423-3050 or email them at [equity&compliance@fcps.edu](mailto:equity&compliance@fcps.edu). Please allow seven (7) working days in advance of the event to make the necessary arrangements.

- 2.1. The purpose of the pre-proposal conference is to give potential offerors an opportunity to ask questions and to obtain clarification about any aspect of this Request for Proposal. Questions should be sent in a day in advance to the contract administrator at [rhschanamann@fcps.edu](mailto:rhschanamann@fcps.edu).

**3. CONTRACT PERIOD AND RENEWAL:**

- 3.1. This contract will begin on the date of award, and terminate on June 30, 2019. This contract may be renewed for three two-year periods, as mutually agreed upon. The contractor agrees that prices shall remain firm for one year. Changes in cost for any subsequent contract years may be based on the Consumer Price Index (CPI-U), or other relevant indices as may be determined by the Purchasing Agent.

## **SPECIAL PROVISIONS**

- 3.2. Any contract awarded pursuant to this Request for Proposal is conditioned upon an annual appropriation made by the Fairfax County Board of Supervisors of funds sufficient to pay compensation due the Contractor under the contract. If such an appropriation is not made in any fiscal year, and the County lacks funds from other sources to pay the compensation due under the contract, the County is entitled, at the beginning of or during such fiscal year, to terminate the contract. In that event, the County will not be obligated to make any payments under the contract beyond the amount properly appropriated for contract payments in the immediate prior fiscal year. The County will provide the Contractor with written notice of contract termination due to the non-appropriation of funds at least thirty (30) calendar days before the effective date of the termination. However, the County's failure to provide such notice will not extend the contract into a fiscal year in which funds for contract payments have not been appropriated.

### **4. BACKGROUND:**

- 4.1. FCPS is one of the largest school systems in the nation with approximately 200 schools and centers and a student population of approximately 181,000. The school system transacts with students, parents, and the general public on a wide array of goods and services. Typically, revenues for these are classified into two broad categories: appropriated funds and non-appropriated school activity funds. FCPS estimates that approximately \$65 million are collected for appropriated funds and \$80 million are collected for non-appropriated funds on a fiscal year basis. Currently, FCPS accepts credit card payments for programs such as adult education classes, lunch money, and summer school. FCPS uses various merchant accounts for these credit card payments.

### **5. PRE-QUALIFICATIONS:**

Only proposals from offerors meeting all pre-qualifications set forth below will receive further consideration.

- 5.1. Offeror must have at least five (5) years experience providing web-based eCommerce solutions and services requested herein to organizations of similar size and with similar business practices to K-12 school districts.
- 5.2. The offeror shall be able to demonstrate three (3) existing web-based e-commerce solutions that the offeror has developed and that has been integrated with ERP systems such as Great Plains, and SAP.
- 5.3. The offeror shall be able to demonstrate three (3) existing web-based eCommerce solution that the offeror has developed and that has been integrated with a 3<sup>rd</sup> party transactional system (e.g. facilities or event registration, parking pass etc.).
- 5.4. The offeror must provide a minimum of three (3) references from a County and School District of similar size.

### **6. FUNCTIONAL REQUIREMENTS:**

This section provides information regarding the requirements of a FCPS eCommerce solution. For each section you should include a brief description of how your proposed eCommerce solution will meet the following mandatory requirements.

- 6.1. Online Storefront and Product Catalogs
- 6.1.1. Capability to provide an FCPS storefront with individual online web storefronts for each school or department. The storefront will allow FCPS staff to update products, services, events, and prices and monitor and report on storefront transactions. (Exhibit 1)
- 6.1.2. Capability for a comprehensive product catalog that includes unit price, quantity, product description, location, expiration date and FCPS account code.

**SPECIAL PROVISIONS**

- 6.1.3. Products or events may have a specific available quantity (e.g. seats on a field trip). The system should not permit transactions for products that have zero availability.
- 6.1.4. Products may have multiple prices depending on the user status (e.g. staff, student or parent and students on free or reduced fee status).
- 6.1.5. Products can be listed and searched by any category within the catalog.
- 6.1.6. Provide system administration access to centrally manage storefronts and product catalogs.
- 6.2. End User Account Management and Reporting
  - 6.2.1. Allow customers to register online with secured sign on and password reset capabilities.
  - 6.2.2. Designate users by role including staff, student, parent and other.
  - 6.2.3. Allow authorized users (e.g. parents) to purchase products and services for their children based on account and relationship data provided by FCPS via data extract or web service.
  - 6.2.4. Allow customer inquiry of past purchases and payments with printing capabilities.
  - 6.2.5. Customers can update personal information such as name, email, or other demographic information.
  - 6.2.6. Creation and update of staff, student and parent accounts based on FCPS data (web service preferred).
- 6.3. Shopping Cart Functionality
  - 6.3.1. Select and purchase multiple items.
  - 6.3.2. Add, delete, and modify selections.
  - 6.3.3. Save the shopping cart for completion at a later time.
  - 6.3.4. Capability to print and email their shopping cart.
  - 6.3.5. Capability to print and email order confirmations.
  - 6.3.6. Provide receipt via email and/or print.
  - 6.3.7. Goods purchased at the individual schools are available for pickup at the school and are not shipped to the students, parents or customer.
- 6.4. FCPS System Integration(s)
  - 6.4.1. Capability to interface with FCPS student information system (Edupoint Educational Systems).
  - 6.4.2. System must be scalable to interface with school activity general ledger system (Great Plains) and FCPS ERP system (SAP).
  - 6.4.3. Each product or activity will have an assigned Great Plains or FCPS general ledger account number.
  - 6.4.4. At the option of FCPS, the daily transaction postings to the Great Plains or FCPS general ledger account will be in aggregate or detailed transaction format.
  - 6.4.5. The posting entry will require a posting to the bank account and the revenue account.
- 6.5. Administrative Reporting
  - 6.5.1. Provide transactional reporting functionality with reports being segregated by school and product/activity. Reports must show, at a minimum, student identification number, student name, product/activity, and amount paid.
  - 6.5.2. Ability of FCPS staff to create ad hoc reports.
  - 6.5.3. Reprint historical sales and settlement reports by activity, product, and/or location.

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- 6.5.4. Capability of downloading reports onto desktop software (e.g. MS Excel, MS Access).
- 6.6. Returns, Cancellations and Chargebacks
  - 6.6.1. System must be able to account for chargeback.
  - 6.6.2. System must allow for cancellations of orders.
- 6.7. Payment Gateway Services
  - 6.7.1. System should integrate with payment gateway services.
  - 6.7.2. Provide merchant fees statements if the offeror is including merchant bank services.
  - 6.7.3. Define alternatives to merchant account structure. Identify the structure of master and nested accounts.
  - 6.7.4. The merchant service provider will post the transactions to a FCPS central merchant account and transfer the funds from the FCPS central merchant account to the individual school bank accounts within 24 hours of the completion of the transaction.
  - 6.7.5. Training manuals for FCPS trainer's use and online help features for customers are required.

## **7. TECHNICAL REQUIREMENTS:**

FCPS will consider either a hosted Software As A Service (SaaS) option or an on-premise option.

### **7.1. Solution Architecture (For FCPS on-premise option)**

- 7.1.1. The Offeror will include any diagrams that illustrate the preferred technical architecture. The Offeror will propose any alternative implementation plans based upon experience with other clients if the approach suggested by FCPS can be improved upon. The Offeror shall include the following:
  - The names and versions of the products that fulfill the Solution components described in the high level architecture. Indicate any 3<sup>rd</sup> party products or services to be used and describe the integration between the components.
  - Physical components and dependencies (Hardware, OS, agents, Web server, database, directory, etc.).
  - Logical components.
  - If an FCPS on-premise solution is proposed, provide proposed architecture diagrams and recommended system specifications.
- 7.1.2. Indicate if the Solution is able to be used in a virtualized environment (VMware ESX Server).
- 7.1.3. The Solution shall be supported on Windows Server or Red Hat or Oracle Linux Enterprise. Please indicate which systems you support for each Solution component.
- 7.1.4. All components of the Solution shall perform and scale to meet LAN, WAN, extranet and internet environments with user populations in the hundreds of thousands. Describe specific capabilities (e.g. support for load balancing, redundancy, fail over, fail back or clustering) and identify any component which could be considered a single point of failure. Please describe how usage factors determine system performance and capacity, and how the system can be scaled up or down in the future as needed.
- 7.1.5. The Offeror shall host the payment processing component of the solution off-premise at a secure location that meets PCI DSS.

### **7.2. Solution Architecture (Software As A Service) Option**

## **SPECIAL PROVISIONS**

Offerors may offer this type of solution, in addition to an FCPS on-premise option. This model would be an all-inclusive solution for an enterprise eCommerce solution that would be accessible over the Internet/Intranet 24 hrs per day, 7 days per week, 52 weeks per year. Please provide an overview of any hosting service offered, specifically addressing the following:

- 7.2.1. Details of your Internet access provider and service levels.
  - 7.2.2. Details regarding your Data Center: location, backup, system performance monitoring intrusion detection and anti-virus measures, network and physical access control, is it internally or externally managed.
  - 7.2.3. Please describe what administration and remote management functions, if any, would not be able to be performed by FCPS administrators in the hosted environment.
  - 7.2.4. Monthly Availability Specification is 99.99%. The outage time does not include scheduled (maintenance) outage time.
  - 7.2.5. If a SaaS solution is proposed, Service Level Agreements (SLA) must be provided, including SLA's for performance. Provide a copy of your standard or proposed SLA. Describe how your Solution is configured for availability. Describe how downtime for regularly scheduled maintenance and upgrades is scheduled.
  - 7.2.6. The Solution shall enable the recovery of FCPS records as necessary due to systems failure with minimum down time according to industry standards. Describe.
- 7.3. Security and Auditing
- Sensitive information includes but is not limited to personally identifiable student information, employee and non-employee personal information, and financial information. Provide an overview of system security. Include specifics on the following requirements:
- 7.3.1. **Standards Compliance:** The Solution shall support Payment Card Industry PCI-DSS and PA-DSS Compliance and any current equivalent standard. The Offeror shall provide proof of PCI Compliance and the level of compliance.
  - 7.3.2. **Encryption:** Please indicate what standards and methods you support, such as 128-bit SSL, etc. What information is encrypted "at rest" (e.g. at the database level)?
  - 7.3.3. **Account Management:** Offeror must describe how accounts are created and managed for online registrations. This is to include description of both manual and automated processes, if applicable.
  - 7.3.4. **Passwords:** The Solution shall have the ability to manage passwords centrally. Passwords shall be transmitted and stored in an encrypted format. Offeror must describe the Solution's password management capabilities (i.e., global reset, individual reset, forced change, etc.). The Offeror is requested to indicate whether the proposed Solution provides the ability to require the end user to change passwords upon initial login.
  - 7.3.5. **Roles:** Minimum Necessary (also known as Least Privilege) Principle: The Solution shall adhere to the "minimum necessary" principle when handling sensitive information, when assigning privileges to the accounts, and when regulating access to resources. This principle requires each subject be granted the most restrictive set of privileges needed for the performance of authorized tasks. The Solution shall support end users delivery of services based on end-user roles. Describe how this is performed. Does the Solution

## **SPECIAL PROVISIONS**

support the ability to specify exclusionary roles that prevent certain roles from being assigned a conflicting role (e.g. separation of duties).

- 7.3.6. **Identity and Access Management:** The Offeror will describe how the Solution would be able to support the use of a central authentication store and federated single sign-on capability (e.g. SAML, LDAP) for students, parents and staff.
- 7.3.7. **For SaaS Options:** Offeror will specify its internal security processes and procedures to restrict access to FCPS records to only authorized FCPS and Offeror users. Describe how the system prevents hostile or unauthorized intrusion that could compromise confidentiality or result in data corruption or denial of service.
- 7.3.8. **Ad Networks or User Tracking Software:** List any 3<sup>rd</sup> party tracking or advertising networks used in the system.
- 7.4. Integration and Application Development Tools
  - 7.4.1. The Solution should provide a method to interface with 3<sup>rd</sup> party programs. Describe.
  - 7.4.2. The Solution should include documented Application Programming Interfaces (API's) and toolkits for creating custom connectors. If not, do you provide consulting services for development of custom connectors directly or through a partner? What other programming tools and/or Software Development Kits do you provide?
  - 7.4.3. The Solution should provide a method to deploy and test any application code, scripting or business rules. Describe features of the Solution that facilitate testing and deployment.
  - 7.4.4. Describe any Application Programming Interfaces (API's) or toolkits that allow for customization. If not, do you provide consulting services for development of customizations directly or through a partner? What other programming tools and/or Software Development Kits do you provide
- 7.5. System Management
  - 7.5.1. The Solution should provide a Web-based graphical interface for administrative functions. Which if any tools are command-line based? Describe which components share an integrated interface.
  - 7.5.2. It is desirable that the Solution be capable of being maintained by existing FCPS staff. The Offeror will describe the regular maintenance tasks that FCPS staff will be "Mandatory" to perform. The Offeror will identify the skills and level of competency "Mandatory" and the approximate time per week to accomplish maintenance activities.
  - 7.5.3. It is desirable that the Solution not need to go off-line for system management functions. If so, what functions require the Solution to be taken off-line.
- 7.6. Multiple Environments/Instances
  - 7.6.1. The Solution must support the multiple web environments used by FCPS (development, training, test, staging, production)
- 7.7. Browser Support:
  - 7.7.1. Provide a list of all minimum browsers, versions and client operating systems.
  - 7.7.2. It is preferable that no additional plug-ins nor client based applications are required on the end-user's computer web browser with Flash and/or JavaScript enabled beyond existing PC, Mac or mobile device. Describe any plug-ins required.



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### 7.8. Monitoring and Logging:

- 7.8.1. The Solution will provide the ability for an administrator to monitor session activity for purposes of troubleshooting and management; e.g. observe and enter session as a moderator and terminate users or sessions.
- 7.8.2. The Solution must have the ability to provide logging and auditing of system activities, and the ability to search the audit logs. Describe.

### 7.9. Confidentiality of Data

- 7.9.1. Offeror will review and acknowledge the acceptability and the Offeror's willingness to execute as a matter of contract, the Confidentiality Addendum, which is attached as Exhibit 2.

## **8. TECHNICAL PROPOSAL INSTRUCTIONS:**

The Offeror must submit the Technical Proposal in a separate binder containing the following information. This information will be considered the minimum content of the proposal. Proposal contents shall be arranged in the same order as presented herein and divided by tabs. Proposals should not contain extraneous promotional materials. Offerors should utilize lay person terms and common terminology wherever possible. Proposals should cover the general topics outlined in this section and emphasize the Offeror's approach to the work. Proposals will be evaluated on the basis of information presented by the Offeror and the evaluation criteria listed in this RFP.

It is desirable that one copy of the proposal be provided in notebook format and 15 copies in a CD format or flash drive/USB format. The offeror must include a notarized statement that the CD or flash drive/USB version is a true copy of the printed version.

The Offeror must submit the Technical Proposal in a separate binder containing the following information divided by tabs:

**TABLE OF CONTENTS:** A table of contents providing a listing for each section of the proposal is required, including the appendices and any additional material submitted.

#### **TAB 1:** COVER LETTER:

The cover letter will provide a brief history of the Offeror and its organization. The letter will indicate the principal or officer of the Offeror organization who will be the County's primary point of contact during negotiations. This individual must have the authority to negotiate all aspects of the scope of services and provisions on behalf of the Offeror. An officer authorized to bind the Offeror to the terms and conditions of this RFP must sign the cover letter transmitting the proposal.

This section will also contain statements confirming inclusion of all proposal submittals as outlined in Appendix B.

#### **TAB 2:** EXECUTIVE SUMMARY:

The executive summary should provide a concise statement and discussion of the requirements as they are analyzed by the Offeror and summarization of the products and services being proposed to meet the County's needs and why it is the Solution the County should decide to implement. The Offeror should also summarize their qualifications and experience in large-scale, public sector eCommerce solution implementations and how this experience indicates the Offeror's Solution is suitable for a countywide implementation after the initial phase.

#### **TAB 3:** OFFEROR PROFILE AND PRODUCT HISTORY:

## **SPECIAL PROVISIONS**

The Offeror must provide a profile of its organization and all other companies who will be providing products or services through a subcontracting arrangement with the Offeror. At a minimum, the Offeror will provide the following information on a single page:

- Number of years in business
- Number of years involved with eCommerce solutions
- Total number of employees
- Number of employees dedicated to eCommerce solutions (support, development, etc.)
- Total number of eCommerce clients
- Total number of eCommerce clients with membership exceeding 50,000
- Number of clients installed on release proposed
- Number of signed contracts in progress

### **TAB 4:** OFFEROR QUALIFICATIONS:

1. The statement of Qualifications must include a description of organizational and staff experience, and resumes of proposed staff.
2. Organizational and Staff Experience: Offerors must describe their qualifications and experience to perform the work described in this Request for Proposal. Information about experience should include, but not be limited to, direct experience with K-12 eCommerce implementations. The Offeror's record must reflect experience in work of a similar nature and magnitude to that being proposed. Relevant experience must be associated with projects completed not more than three years prior to the date of this RFP. The Offeror must highlight their experience with installing integrated eCommerce solutions.
3. References: The County is interested in references with similar services. Special notation must be made of similar or related programs performed and must include organization names, addresses, names of contact persons, and telephone numbers for such reference. The Offeror will provide a reference for at least three K-12 customers similar in size to FCPS. References must contain the contact information for relevant installation sites, including customer name, site location, industry, customer base, user base, implementation date, hardware platform, product name/version number, and a brief description of the engagement outlined in Exhibit 3.
4. Personnel: Full-time and part-time staff, proposed consultants and subcontractor who may be assigned direct work on this project must be identified. Information is required which will show the composition of the task or work group, its specific qualifications, and recent relevant experience. Special mention shall be made of direct technical supervisors and key technical personnel, and approximate percentage of the total time each will be available for this project. The technical areas, character and extent of participation by any subcontractor or consultant activity must be indicated and the anticipated sources will be identified.
5. Resumes of staff and proposed consultants are required indicating education, background, certifications, recent relevant experience with the subject matter of the project. Current telephone numbers must be included.
6. A staffing plan is required which describes the Offeror's proposed staff distribution to accomplish this work. The staffing plan should indicate a chart that partitions the time commitment of each professional staff member across the proposed tasks and a timeline for the project. It is mandatory that this section identify the key personnel who are to work on the project, their relationship to the contracting organization, and amount of time to be

## **SPECIAL PROVISIONS**

devoted to the project. This includes Consultants as well as regular employees of the Offeror, if relevant. The personnel named in the technical proposal will remain assigned to the project throughout the period of this contract. No diversion or replacement may be made without submission of a resume of the proposed replacement with final approval being granted by the County Purchasing Agent.

7. Financial Statements: The Offeror shall provide an income statement and balance sheet from the most recent reporting period.

**TAB 5:** PROPOSED SYSTEM OVERVIEW:

A brief description of the proposed eCommerce solution application must be provided so the Selection Advisory Committee (SAC), can gain an understanding of the standard capabilities of the application. Provide the following information about the proposed application:

1. A brief description of proposed eCommerce solution capabilities and experience in implementing interfaces between proposed application and other relevant systems
2. A response to the County's intention to implement an eCommerce solution in a phased manner and how the County's purchases can be phased accordingly (Reference paragraph 1, Scope of Contract).
3. Offerors may elect to submit information detailing other products and/or services, which may be integrated, with the eCommerce solution to provide enhanced levels of automation, operation, and service. If included, information and pricing regarding these "other systems" must be clearly identified as additional functions and features in the proposal and cost worksheet.
4. In this section, the offeror may also comment if deemed appropriate, on any aspect of the Request for Proposal, including suggestions on possible alternative approaches to the coverage, definition, development, and organization of the issues presented in the "Functional Requirements" section, and may propose alternative approaches.

**TAB 6:** RESPONSE TO FUNCTIONAL REQUIREMENTS:

This section must respond to the functional requirements with full narrative description of the offered solution for each of the sections in Special Provisions, Paragraph 6.

**TAB 7:** RESPONSE TO TECHNICAL REQUIREMENTS.

This section must respond to the technical requirements with full narrative description of the offered solution for each of the sections in Special Provisions, Paragraph 7. Please include layouts, sketches, diagrams, other graphic representations, calculations, and other data as may be necessary for presentation, substantiation, justification or understanding of the proposed approaches and program.

**TAB 8:** EXCEPTION TO SPECIFICATIONS:

Although the specifications in the requirements sections represent the County's anticipated needs, there may be instances in which it is in the County's best interest to permit exceptions to specifications and accept alternatives. It is extremely important that Offerors clearly state where exception is taken to the specifications and how alternatives will be provided. Therefore, exceptions, conditions, or qualifications to the provisions of the County's specifications must be clearly identified as such, together with the reasons, and inserted in this section of the proposal. If the Offeror does not make it clear that an exception is taken, the County will assume the proposal is responding to and will meet the specification as written.

**TAB 9:** ON-GOING SUPPORT:

The Offeror must provide details of ongoing application support as described. Offerors

## **SPECIAL PROVISIONS**

should give details of the following:

Support/help desk facilities, including core hours (include guaranteed response times and escalation procedures)

The various levels of support available

The account management processes

The system warranty, its coverage and limitations

**TAB 10:**      **PROJECT PLAN:**

The Offeror must provide a preliminary Project Implementation Plan for the eCommerce solution initial phase. The plan shall identify major milestones and the related time line for accomplishing these tasks. Proposal should provide the following:

Description of implementation approach relating to the requirements of this RFP.

Proposed methodology for quality assurance and benchmarking performance.

A project work plan that includes recommended timelines for the initial phase as well as subsequent phases (Exhibit 1).

**TAB 11:**      **TRAINING:**

The Offeror must supply a training plan to include technical and administrator training for the proposed eCommerce solution application. This section must include:

- A description of the proposed training of the County's eCommerce solution initial implementation project team.
- A description of the proposed end-user training tools and software (e.g., training aides, appropriate manuals, quick reference guides or templates, computer based training, online help, etc.) and how these tools could be used to develop the end user training for the County.

**TAB 12:**      **SOFTWARE ESCROW:**

Offerors must be willing to place the Solution source code in an accessible escrow account with a qualified 3<sup>rd</sup> party. In addition, Offerors must agree to escrow all documentation, design, program, data and any other information necessary for FCPS to understand the operation of the software, operate the software in both production and test environments, and make modification to the software in the event that Offeror's company goes bankrupt or defaults in any way as defined in this RFP. Cost information should not be included in this section, but should be included in Cost Proposal, Section 11.h.

**TAB 13:**      **RESPONSE TO TASKS TO BE PERFORMED:**

The Offeror must provide detailed description of how to manage and approach each of the tasks in Special Provisions, Paragraph 9.

**TAB 14:**      **APPENDICES:**

This section must include all proposed terms and conditions including sample contracts and service level agreements (SLA), software licenses, and maintenance and support agreements.

**9. TASKS TO BE PERFORMED:** Contractor will be responsible for completing the tasks outlined below from award through contract completion.

- 9.1. Project Management: In collaboration with the FCPS project team. Offeror shall develop and maintain project plans with respect to the scope encompassed in this solicitation to ensure the cost, schedule, and quality for a successful implementation of the Offeror's proposed Solution. The Offeror must submit a task/activity plan specifying to the degree possible the tasks and activities which are to be undertaken. Time lines showing beginning and ending

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dates for each major task are to be included, as well as the name(s) of person(s) responsible for each task. Activities must be sufficiently designed and outlined in the task/activity plan that will provide evidence of satisfactory delivery of services and products. Time frames must be logical and appropriate to complete all activities within the beginning and ending dates of the contract.

- 9.2. The Offeror shall coordinate its activities with FCPS and track the performance of those activities—making adjustments deemed appropriate by the joint FCPS and Offeror project team. The Offeror shall conduct periodic reviews with FCPS to report on project progress. The Offeror shall include key decision-makers in these reviews as appropriate, as well as the technical and functional resources capable of addressing agenda items in the reviews.
- 9.3. Communication Plan: Upon execution of contract, the Offeror shall provide to the FCPS project team a detailed communication plan indicating the frequency and type of communications between parties to ensure timely and accurate communication as needed for the success of the project.
- 9.4. Requirements Analysis and Validation: The Offeror shall lead and document the requirements analysis with the objectives of understanding and specifying the requirements at a level sufficient to complete the development, customization, testing, and deployment of the proposed Solution. FCPS will provide the subject matter expertise and sign-off on the requirements specifications, which the Offeror will place under configuration control. Revisions to baseline requirements must be managed by the change management process.
- 9.5. Security Analysis: The Offeror shall analyze FCPS requirements and specify a Solution that will mitigate the risk of unauthorized access to data and/or functions within the proposed Solution, as well as prevent attacks that may jeopardize the integrity of the proposed Solution. At a minimum, the Offeror shall address authentication, authorization, user roles and levels of access to data and functions, data encryption, audit trails, and reports. By accepting award, the successful offeror agrees to a 3<sup>rd</sup> party security audit, at FCPS discretion, and further agrees to develop a plan of corrective action and timeline for any vulnerabilities identified as a result of such audit.
- 9.6. Software Customization: Based on customization needs identified in the Offeror's proposal and the requirements analysis, the Offeror shall implement those customizations approved by FCPS.
- 9.7. System Interface Integration: The Offeror's implementation of system interfaces shall be performed in accordance with the services specified. FCPS will coordinate interface and collaboration with other vendors to efficiently integrate the development efforts.
- 9.8. Design Walkthroughs: The Offeror shall conduct design walkthroughs with FCPS staff to elicit early feedback on configurations, customizations, and interfaces. The Offeror will provide FCPS with the topics being covered and any related screenshots, design documentation, etc., one week prior to the scheduled walkthroughs. The Offeror will document the feedback and verify it with FCPS.
- 9.9. Unit and System Testing: The Offeror shall conduct unit and system testing of the configurations, customizations, and interfaces prior to turning the Solution over to FCPS. The Offeror shall document any issues as they are identified and track them to closure.
- 9.10. System Integration Testing: In collaboration with FCPS and appropriate vendors the Offeror shall test the interfaces from the Solution to the interfaces provided by FCPS to external test systems. The Offeror shall specify and coordinate all test cases with FCPS prior to execution. The Offeror shall document any issues, report them to FCPS, and track them to closure.
- 9.11. Performance Testing: In collaboration with FCPS, the Offeror shall perform stress testing to assess the Solution's performance under realistic load conditions, to determine under what conditions the Solution will degrade, and to specify sufficient hardware for a full deployment.

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The Offeror shall develop the test plan, implement test scripts, create test data, execute the tests, and monitor performance. FCPS will provide an environment for the performance tests. Based on an analysis of the test results, the Offeror shall recommend actions to improve performance, if necessary.

- 9.12. User Acceptance Testing: FCPS will perform user acceptance testing with assistance from the Offeror. Performance and security testing will be included in addition to functional testing of the Solution. The Offeror shall prepare test cases that demonstrate the Solution's ability to meet the baseline requirements. The data used for acceptance testing should be production-quality data converted from FCPS systems. However, FCPS reserves the right to create additional test cases. FCPS will report any issues found and specify their severity. The Offeror shall track the issues to closure.
- 9.13. Disaster Recovery Planning: In collaboration with FCPS, the Offeror shall develop a disaster recovery plan. The disaster recovery plan should identify critical business processes, infrastructure, data and strategies for recovering those processes in the event of a system failure. The plan should also identify the FCPS resources and personnel necessary to execute the disaster recovery plan. In a SaaS model, Offeror shall provide disaster recovery services as part of the Solution.
- 9.14. Deployment: In collaboration with FCPS, the Offeror shall develop and execute a deployment plan of the configured Solution supporting a phased implementation. The deployment plan must have detailed steps, responsibilities, and timelines for moving the Solution into production. FCPS resources will also support the deployment. The Offeror shall have key personnel and resources on site at FCPS as each component is deployed to aid in rapidly addressing any issues that may arise.
- 9.15. Maintenance and Support
  - 9.15.1. The Offeror shall provide an extended maintenance agreement, including support, for the term of the contract. Maintenance and support will include software and documentation upgrades, remedy of software defects, and user support for FCPS support staff. The Offeror's support shall include direct toll-free telephone and online access to support 24 hours a day, 7 days per week including holidays. The Offeror shall also provide online access for reporting issues, as well as the ability for FCPS to track the status of reported issues online. The Offeror shall describe their method for designating the severity of an issue, their respective response times, and escalation procedures. The Offeror shall also provide release notes that include the issues fixed and resolution, any modifications to the software that may not be the result of a fix, any new functionality, and any actions that need to be taken in order to implement the new release (i.e. scripts, configuration change, etc).
  - 9.15.2. Warranty Period – Offeror shall provide a minimum one year performance warranty covering the specifications for and performance of the application software commencing upon acceptance of phased deliverables. The warranty period will be extended, if necessary, to resolve outstanding substantive issues within the project scope.
- 9.16. Documentation: The Offeror shall develop and provide documentation sufficient for FCPS to operate and sustain the Offeror's proposed Solution. The documentation shall be available electronically (i.e. online and on CD-ROM). This documentation must minimally include:
  - Application administration procedures
  - End-user processes and functions
  - Query and report writer functions

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- Testing documentation including but not limited to use cases, test plans, test cases, and testing results mapped to baseline requirements as modified by any approved changes
  - Any development tool(s) documentation
- 9.17. Consulting: The Offeror shall be capable of providing consulting services on an hourly and SOW fixed price basis for services beyond the scope of the initial implementation.
- 9.18. Change management: The Offeror and FCPS will establish and adhere to a change management process for the scope, requirements, and deliverables in execution of a contract resulting from this solicitation. In summary, this process is as follows:
- 9.18.1. Whichever party to this Agreement identifies a potential change to the application software installed in FCPS, that party will document the potential change, thereby initiating a change request under this process.
  - 9.18.2. The change request will be presented to FCPS project team for approval to proceed with an initial analysis by the Offeror.
  - 9.18.3. Once FCPS has authorized the change request, the Offeror will proceed with an initial analysis and complete the change request by specifying the change type, general feasibility, initial estimate of the cost to first develop detailed specifications and then implement the change, and potential impact an effort to execute the change would have on already adopted project timelines. Offeror will complete this initial analysis at no cost to FCPS.
  - 9.18.4. Offeror will present the results of the initial analysis to FCPS and FCPS will, if it decides to move the change request forward in this process, authorize Offeror to proceed with the development of detailed specifications and finalization of cost and timeline impacts.
  - 9.18.5. Offeror will, if the change request is authorized by FCPS, proceed with the development of detailed specifications with the full aid and assistance of appropriate FCPS staff. Offeror will also finalize the initial cost estimate into a cost commitment, and determine the timeline required to implement the change. All of this information will be presented to FCPS, as a detailed change request. Since both parties contributed to this analytical effort and both parties stand to gain from the results, there will be no cost to FCPS for this effort.
  - 9.18.6. FCPS will review the detailed change request and issue a written notice to Offeror of FCPS' decision to terminate, defer, or proceed with the change request.
  - 9.18.7. If approved, FCPS will draft an appropriate contract amendment and make the appropriate changes to the Project Work plan.
  - 9.18.8. FCPS will submit the contract amendment for formal approval.

#### **10. CONSULTING SERVICES:**

- 10.1. The Contractor's staff must be available for consultation with County staff on an as-needed basis between 8:00 AM and 5:00 PM, EST, Monday through Friday.

#### **11. COST PROPOSAL INSTRUCTIONS:**

- 11.1. The Offeror must submit a cost proposal in a separate binder fully supported by cost and pricing data adequate to establish the reasonableness of the proposed fee (see Price Summary Sheet – Appendix B). The following information should be submitted as part of the cost proposal:

The cost of each task or segment of the task shall be itemized.

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- a. Offerors must provide a price breakdown for each service separately as well as totals for services provided together if price differ. Offerors must provide price breakdown for both FCPS-hosted and managed, and vendor hosted and managed SaaS Solutions.
- b. Breakdown of direct labor and labor overhead costs including number of man-hours and applicable actual or average hourly rates, overhead rate and supporting schedule.
- c. Travel and per diem or subsistence costs, if any supported by breakdown including destination, duration and purpose. FCPS shall reimburse for expenses such as travel, lodging, meals, and car rental at actual cost directly related to the services performed for FCPS at the Federal government per diem rate and in compliance with FCPS travel reimbursement regulations.
- d. Breakdown of other expenses such as clerical support, other overhead costs, supplies, etc.
- e. Financial Stability - Annual report if Offeror is listed on the stock market or financial reports where applicable if your organization does not produce an annual report.
- f. Cost of maintenance and average annual percentage increase and what is covered under maintenance agreement (Reference paragraph 12.1, Pricing).
- g. Risk Assessment: The Offeror shall provide a risk assessment on the implementation of the proposed Solution with respect to cost, schedule, and quality. The risk assessment shall include the identification of significant risks, the likelihood of the risks occurring, and the consequences should the risks occur. The Offeror shall identify how their proposal addresses these risks and any mitigation strategies recommended for FCPS action. The Offeror shall also describe their methodology for conducting the risk assessment. Where possible, the Offeror should seek to quantify the risks in terms of their impact on the cost, schedule, quality, and thus success, of the implementation

**Caution: Failure to break down cost elements may render the Cost proposal non-responsive.**

- h. Offeror must provide pricing to place the Solution source code in an accessible escrow account with a qualified 3<sup>rd</sup> party. In addition, Offeror must agree to escrow all documentation, design, program, data and any other information necessary for FCPS to understand the operation of the software, operate the software in both production and test environments, and make modification to the software in the event that Offeror's company goes bankrupt or defaults in any way as defined in this RFP.
- i. Schedule of Payments: Offeror must submit a Schedule of Payments corresponding to specific project deliverables and milestones. All payments to be made to the Offeror will be based on the delivery and acceptance of measurable deliverables. Progress payments will then be made. The full invoice amount may be reduced by a twenty-five percent (25%) holdback. The holdback payment will be made to the Contractor at the end of the warranty period defined in Section 9.15.2 provided there are no outstanding substantive issues applicable to the scope of this contract.

## **12. PRICING:**

- 12.1. The subsequent contract will be a firm-fixed price agreement. The fee(s) will remain firm and will include all charges that may be incurred in fulfilling the requirements of the contract during the first 365 days. Changes in cost for any subsequent contract years will be based on the Consumer Price Index (CPI-U), may be based on the Consumer Price Index (CPI-U), Table 10, Selected Local Areas, Washington, DC-MD-VA, or other relevant indices.
- 12.2. The request for a change in the unit price shall include as a minimum, (1) the cause for the adjustment; (2) proposed effective date; and, (3) the amount of the change requested with



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documentation to support the requested adjustment (i.e., appropriate Bureau of Labor Statistics, Consumer Price Index (CPI-U), change in manufacturer's price, etc.).

- 12.3. Price decreases shall be made in accordance with paragraph 43 of the General Conditions & Instructions to Offerors. (Appendix A)

**13. TRADE SECRETS/PROPRIETARY INFORMATION:**

- 13.1. Trade secrets or proprietary information submitted by an offeror in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, offerors must invoke the protections of this section prior to or upon submission of the data or other materials.
- 13.2. The offeror must identify the data or other materials to be protected and state the reasons why protection is necessary. Disposition of material after award(s) should be stated by the offeror.

**14. CONTACT FOR CONTRACTUAL MATTERS:**

- 14.1. The person to contact concerning contractual matters pertaining to this Request for Proposal is:

Ray Schanamann, Contract Administrator  
Fairfax County Public Schools  
Office of Procurement Services  
8115 Gatehouse Road, Suite 4400  
Falls Church, Virginia 22042-1203  
Telephone: 571-423-3588  
Email: [rhschanamann@fcps.edu](mailto:rhschanamann@fcps.edu)

- 14.2. Offerors are cautioned not to contact members of the Selection Advisory Committee (SAC). SAC members will not consider information other than the materials provided by the Contract Administrator, e.g., proposals. If a SAC member is approached by anyone outside the SAC who may have a material interest in this procurement, it will be immediately reported to the Contract Administrator.

**15. CONTACT FOR TECHNICAL MATTERS:**

- 15.1. The person to contact concerning technical matters pertaining to this Request for Proposal is:

Cheryl Ege  
Fairfax County Public Schools  
Telephone: 571-423-3628  
[Cheryl.Ege@fcps.edu](mailto:Cheryl.Ege@fcps.edu)

**16. REQUIRED SUBMITTALS:**

- 16.1. Each Offeror responding to this Request for Proposal must supply all the documentation required in the RFP. Failure to provide documentation with the Offeror's response to the RFP will result in the disqualification of the Offeror's proposal.

**17. SUBMISSION OF PROPOSAL:**

- 17.1. One (1) original (duly marked) and fifteen (15) copies in a CD format or flash drive/USB format of the Technical proposal, and one (1) original (duly marked) and ten (10) copies in a CD format or flash drive/USB format of the Cost proposal (Appendix B) shall be delivered to the following address. Electronically stamped delivery receipts are available.

Department of Financial Services  
Office of Procurement Services

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8115 Gatehouse Road  
Suite 4400  
Falls Church, VA 22042-1203  
Telephone: 571-423-3550

- 17.2. Offerors are reminded that changes to the request for proposal, in the form of addenda, are often issued between the issue date and within three (3) days before the opening / closing of the solicitation. All addenda MUST be signed and submitted to the Fairfax County Public Schools, Department of Financial Services, Office of Procurement Services, 8115 Gatehouse Road, Suite 4400, Falls Church, VA 22042-1203 before the time and date of the opening/closing of the bid or must accompany the bid. Notice of addenda will be posted on eVA and the Fairfax County DPSM current solicitation web page. Offerors are encouraged to monitor the web page for the most current addenda at [www.fairfaxcounty.gov/dpsm/solic](http://www.fairfaxcounty.gov/dpsm/solic).

- 17.3. It is the Offeror's responsibility to clearly identify and to describe the services being offered in response to the Request for Proposal. Offerors are cautioned that organization of their response, as well as thoroughness is critical to the County's evaluation process. The RFP forms must be completed legibly and in their entirety; and all required supplemental information must be furnished and presented in an organized, comprehensive and easy to follow manner.

Unnecessarily elaborate brochures of other presentations beyond that sufficient to present a complete and effective proposal is not desired. Elaborate artwork, expensive paper, bindings, visual and other presentation aids are not required. The County encourages Offerors to use recycled paper, wherever possible.

- 17.4. Each original and set of the fifteen (15) copies of the proposal shall consist of:

- a. Cover sheet (DPSM32)
- b. Technical proposal as required in the Special Provisions, Section 8, TECHNICAL PROPOSAL INSTRUCTIONS.
- c. Cost proposal as required in the Special Provisions Section 11, COST PROPOSAL INSTRUCTIONS. (Appendix B must be included in the Cost proposal).

- 17.5. By executing the cover sheet (DPSM32), Offeror acknowledges that they have read this Request for Proposal, understand it, and agree to be bound by its terms and conditions. Proposals may be submitted by mail or delivered in person.

**18. LATE PROPOSALS:**

- 18.1. Proposals received in the Office of the County Purchasing Agent after the date and time prescribed shall not be considered for contract award and shall be returned to the offeror.

**19. PERIOD THAT PROPOSALS REMAIN VALID:**

- 19.1. Proposals will remain valid for a period of one-hundred and eighty days (180) calendar days after the date specified for receipt of proposals.

**20. BASIS FOR AWARD:**

- 20.1. The County of Fairfax reserves the right to award the contract in the aggregate, by individual service, or any combination, whichever is in the best interest of the County.
- 20.2. A Selection Advisory Committee has been established to review and evaluate all proposals submitted in response to this Request for Proposal. The Committee shall conduct a preliminary evaluation of all proposals on the basis of the information provided with the proposal, and the evaluation criteria listed below. Based upon this review, the cost proposals of the highest rated offeror(s) will then be reviewed.

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- 20.3. Based on the results of the preliminary evaluation, the highest rated offeror(s) may be invited by the County Purchasing Agent to make oral presentations to the Selection Advisory Committee. This committee will then conduct a final evaluation of the proposals. Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposal, including price if so stated in the Request for Proposal. Negotiations shall then be conducted with each of the offerors so selected. After negotiations have been conducted with each offeror so selected, the County shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror.
- 20.4. Should the County determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The Committee will make appropriate recommendations to the County Executive and Board of Supervisors, if appropriate, prior to actual award of contract.
- 20.5. Proposal Evaluation Criteria
- The following factors will be considered in the award of this contract:
- a. Company Background and qualifications.
  - b. Depth of response to the Special Provisions, Paragraph 6, FUNCTIONAL REQUIREMENTS.
  - c. Depth of response to the Special Provisions, Paragraph 7, TECHNICAL REQUIREMENTS.
  - d. Depth of response to the Special Provisions, Paragraph 8, TECHNICAL PROPOSAL INSTRUCTIONS.
  - e. Depth of response to the Special Provisions, Paragraph 9, TASKS TO BE PERFORMED.
  - f. Depth of response to the Special Provisions, Paragraph 30.1, Formal Evaluation and Quality Control Procedures.
  - g. Reasonableness of cost proposal.
- 20.6. Fairfax County reserves the right to make on-site visitations to assess the capabilities of individual offerors and to contact references provided with the proposal.
- 20.7. The County Purchasing Agent may arrange for discussions with firms submitting proposals, if required, for the purpose of obtaining additional information or clarification.
- 20.8. Offerors are advised that, in the event of receipt of an adequate number of proposals, which, in the opinion of the County Purchasing Agent, require no clarifications and/or supplementary information, such proposals may be evaluated without further discussion. Consequently, offerors should provide complete, thorough proposals with the offerors most favorable terms. Should proposals require additional clarification and/or supplementary information, offerors should be prepared to submit such additional material in a timely manner.
- 20.9. Proposals which, after discussion and submission of additional clarification and/or supplementary information, are determined to meet the specifications of this Request for Proposal will be classified as "acceptable". Proposals found not to be acceptable will be classified as "unacceptable" and no further discussion concerning same will be conducted.

## **21. INSURANCE:**

- 21.1. The Contractor is responsible for its work and for all materials, tools, equipment, appliances, and property of any and all description used in connection with the project, whether owned by the contractor or by the County. The contractor assumes all risks of direct and indirect damage or injury to any person or property wherever located, resulting from any action, omission, commission or operation under the contract, or in connection in any way whatsoever with the contracted work.
- 21.2. The Contractor shall, during the continuance of all work under the Contract provide the following:

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- a. Maintain statutory Worker's Compensation and Employer's Liability insurance in limits of not less than \$100,000 to protect the Contractor from any liability or damages for any injuries (including death and disability) to any and all of its employees, volunteers, or subcontractors, including any and all liability or damage which may arise by virtue of any statute or law in force within the Commonwealth of Virginia, or which may be hereinafter enacted.
  - b. The Contractor agrees to maintain Commercial General Liability insurance in the amount of \$1,000,000 per occurrence/aggregate, to protect the contractor, its subcontractors, and the interest of the County, against any and all injuries to 3<sup>rd</sup> parties, including bodily injury and personal injury, wherever located, resulting from any action or operation under the contract or in connection with contracted work. The General Liability insurance shall also include the Broad Form Property Damage endorsement, in addition to coverage's for explosion, collapse, and underground hazards, where required.
  - c. The Contractor agrees to maintain owned, non-owned, and hired Automobile Liability insurance, in the amount of \$1,000,000 per occurrence/aggregate, including property damage, covering all owned, non-owned borrowed, leased, or rented vehicles operated by the Contractor. In addition, all mobile equipment used by the Contractor in connection with the contracted work will be insured under either a standard Automobile Liability policy, or a Comprehensive General Liability policy.
  - d. The Contractor agrees to maintain Professional Liability insurance in the amount of \$1,000,000 per occurrence/aggregate to cover each individual professional staff.
  - e. Liability insurance may be arranged by General Liability and Automobile Liability policies for the full limits required, or by a combination of underlying Liability policies for lesser limits with the remaining limits provided by an Excess or Umbrella Liability policy.
  - f. Rating Requirements:
    - 1. The Contractor agrees to provide insurance issued by companies admitted within the Commonwealth of Virginia, with the Best's Key Rating of at least A: VI.
    - 2. European markets including those based in London, and the domestic surplus lines markets that operate on a non-admitted basis are exempt from this requirement provided that the contractor's broker can provide financial data to establish that a market is equal to or exceeds the financial strengths associated with the A.M. Best's rating of A:VI or better.
  - g. Indemnification:
 

Article 63 of the General Conditions and Instructions to Bidders (Appendix A) shall apply.
  - h. The Contractor will provide an original, signed Certificate of Insurance citing the contract number and such endorsements as prescribed herein, and shall have it filed with the County Purchasing Agent and/or Risk Manager before any work is started.
  - i. If the Contractor delivers services from a County-leased facility, the Contractor is required to carry property insurance on all equipment, to include County-owned installed and maintained equipment used by the contractor while in their care, custody and control for use under this contract.
- 21.3. No change, cancellation, or non-renewal shall be made in any insurance coverage without a forty-five day written notice to the County Purchasing Agent and/or Risk Manager. The Contractor shall furnish a new certificate prior to any change or cancellation date. The failure of the Contractor to deliver a new and valid certificate will result in suspension of all payments until the new certificate is furnished.

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- 21.4. Precaution shall be exercised at all times for the protection of persons (including employees) and property.
- 21.5. The County of Fairfax, its employees and officers shall be named as an additional insured in the Automobile, General Liability and Professional Liability policies and it shall be stated on the Insurance Certificate with the provision that this coverage is primary to all other coverage the County may possess.
- 21.6. If an "ACORD" Insurance Certificate form is used by the Contractor's Insurance agent, the words, "endeavor to" and "... but failure to mail such notice shall impose no obligation or liability of any kind upon the company" in the "Cancellation" paragraph of the form shall be deleted or crossed out.

### **22. METHOD OF ORDERING:**

- 22.1. The County may use two (2) different methods of placing orders from the final contract: Purchase Orders (PO's) and approved County procurement cards.
- 22.2. A Purchase Order (PO) may be issued to the contractor on behalf of the County agency ordering the items/services covered under this contract. An issued PO will become part of the resulting contract. The purchase order indicates that sufficient funds have been obligated as required by Title 15.2-1238 of the Code of the Commonwealth of Virginia.
- 22.3. Procurement Card orders and payments may also be made by the use of a Fairfax County or Fairfax County Public Schools "Procurement" Card. The Procurement card is currently under contract with JPMorgan/Master Card. Contractors are encouraged to accept this method of receiving orders.  
  
Questions regarding establishing an account with Master Card should be referred to: MC/Master Card Merchant Services at 1-800-762-6663. It is anticipated that participating contractors will accept procurement card orders.
- 22.4. Regardless of the method of ordering used, solely the contract and any modification determine performance time and dates.
- 22.5. Performance under this contract is not to begin until receipt of the purchase order, Procurement Card order, or other notification to proceed by the County Purchasing Agent and/or County agency to proceed. Purchase requisitions shall not be used for placing orders.

### **23. REPORTS AND INVOICING:**

- 23.1. The Contractor must maintain all records in compliance with federal and state regulations. The Contractor(s) must submit to each program administrator, monthly statistical reports and an annual tabulated report
- 23.2. The Contractor must invoice each County department using the final contract separately. Invoices for all users of the contract must meet County requirements, unless otherwise indicated. The Contractor must send each department an itemized monthly invoice (or as agreed to between the parties), which must include the information listed below:
  - A. Employee name;
  - B. The name of the County department;
  - C. Date of services
  - D. The type of services; and,
  - E. The itemized cost for each item/service.
- 23.3. County departments must receive monthly invoices by the 10th of each month following the month the Contractor provided the service. In addition, the Contractor will provide each County department a monthly and year-to-date utilization report which lists all information shown above in

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paragraph 20.2, A-E. The Contractor will mail the invoices and the utilization reports to the individuals identified in the final contract.

**24. PAYMENTS:**

- 24.1. The County will pay the Contractor based upon completion, acceptance, and approval by the County of each task outlined in the Special Provisions, Paragraph 11.1.i Schedule of Payments.

**25. ELECTRONIC PAYMENT OPTION:**

- 25.1. The Vendor ACH Payment Program of FCPS allows payments to be deposited directly to a designated financial institution account. Funds will be deposited into the account of your choice automatically and on time. Payment information (confirmation of payments) is provided via email and all transactions are conducted in a secure environment. The program is totally free as part of the Office of the Comptroller's efforts to improve customer service. For more information or to obtain a Vendor Agreement (ACH credits), please contact Accounts Payable, Office of the Comptroller at 571-423-3730 or AInfo@fcps.edu. A copy may also be picked up at Accounts Payable, Office of the Comptroller.

**26. CHANGES:**

- 26.1. Fairfax County may, at any time, by written order, require changes in the services to be performed by the Contractor. If such changes cause an increase or decrease in the Contractor's cost of, or time required for, performance of any services under this contract, an equitable adjustment shall be made and the contract shall be modified in writing accordingly. The County Purchasing Agent must approve all work that is beyond the scope of this Request for Proposal.
- 26.2. No services for which an additional cost or fee will be charged by the Contractor shall be furnished without the prior written authorization of the Fairfax County Purchasing Agent.

**27. DELAYS AND SUSPENSIONS:**

- 27.1. The Contractor must give the County Purchasing Agent written notice if Fairfax County fails to provide data or services that are required for contract completion by the Contractor. If, after giving the County Purchasing Agent written notice, the Contractor elects to stop work because the County does not supply data or services, the County will extend the Contractor's time of completion by a period of time reasonably suited for completion of work.
- 27.2. The County will pay the Contractor for all work completed to the date of suspension plus all the Contractor's cost related to the delay, omission or any consequent work stoppage by the Contractor and its personnel. The Contractor may continue its work on the other phases of the project with an appropriate extension of time of performance upon delivery of the data or services to be provided by Fairfax County. If the Contractor decides to proceed without the data and services that were to be provided by the County, any error or omission of the Contractor that resulted from the County's omission will not constitute default by the Contractor.

**28. ACCESS TO AND INSPECTION OF WORK:**

- 28.1. The Fairfax County Purchasing Agent and using agencies will, at all times, have access to the work being performed under this contract wherever it may be in progress or preparation.

**29. PROJECT AUDITS:**

- 29.1. The Contractor shall maintain books, records and documents of all costs and data in support of the services provided. Fairfax County or its authorized representative shall have the right to audit the books, records and documents of the Contractor under the following conditions:
- a. If the contract is terminated for any reason in accordance with the provisions of these contract documents in order to arrive at equitable termination costs;

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- b. In the event of a disagreement between the Contractor and the County on the amount due the Contractor under the terms of this contract;
  - c. To check or substantiate any amounts invoiced or paid which are required to reflect the costs of services, or the Contractor's efficiency or effectiveness under this contract; and,
  - d. If it becomes necessary to determine the County's rights and the Contractor's obligations under the Contract or to ascertain facts relative to any claim against the Contractor that may result in a charge against the County.
- 29.2. These provisions for an audit shall give Fairfax County unlimited access during normal working hours to the Contractor's books and records under the conditions stated above.
- 29.3. Unless otherwise provided by applicable statute, the Contractor, from the effective date of final payment or termination hereunder, shall preserve and make available to Fairfax County for a period of three (3) years thereafter, at all reasonable times at the office of the Contractor but without direct charge to the County, all its books, records documents and other evidence bearing on the costs and expenses of the services relating to the work hereunder.
- 29.4. Fairfax County's right to audit and the preservation of records shall terminate at the end of three (3) years as stated herein. The Contractor shall include this "Right of Audit and Preservation of Records" clause in all subcontracts issued by it and they shall require same to be inserted by all lower tier subcontractors in their subcontracts, for any portion of the work.
- 29.5. Should the Contractor fail to include this clause in any such contract or lower tier contract, or otherwise fail to insure Fairfax County's rights hereunder, the Contractor shall be liable to Fairfax County for all reasonable costs, expenses and attorney's fees which Fairfax County may have to incur in order to obtain an audit or inspection of or the restoration of records which would have otherwise been available to Fairfax County from said persons under this clause. Such audit may be conducted by Fairfax County or its authorized representative.

**30. OTHER SERVICES:**

- 30.1. The Contractor must establish formal evaluation and quality control procedures to monitor each facet of the final contract. The evaluation and quality control procedures must provide sufficient information to allow the County's administrators to monitor the program's progress and effectiveness. The County's administrators will use the quality control report to evaluate the effectiveness of the program on an annual basis. The Contractor will submit the quality control report to the Contract Administrator identified in the final contract not later than June 1 of each contract year.

**31. DATA SOURCES:**

- 31.1. The County will provide the Contractor all available data possessed by the County that relates to this contract. However, the Contractor is responsible for all costs for acquiring other data or processing, analyzing or evaluating County data.

**32. SAFEGUARDS OF INFORMATION:**

- 32.1. Unless approved in writing by the County Purchasing Agent, the Contractor may not sell or give to any individual or organization any information, reports, or other materials given to, prepared or assembled by the Contractor under the final contract.

**33. ORDER OF PRECEDENCE:**

- 33.1. In the event of conflict, the Acceptance Agreement (provided at contract award) and the Special Provisions of this contract shall take precedence over the General Conditions and Instructions to Bidders, (Appendix A).

## **SPECIAL PROVISIONS**

### **34. SUBCONTRACTING:**

- 34.1. If one or more subcontractors are required, the contractor is encouraged to utilize small, minority-owned, and women-owned business enterprises. For assistance in finding subcontractors, contact the Virginia Department of Business Assistance <http://www.dba.state.va.us>; the Virginia Department of Minority Business Enterprise <http://www.dmbe.state.va.us/>; local chambers of commerce and other business organizations.
- 34.2. As part of the contract award, the prime contractor agrees to provide the names and addresses of each subcontractor, that subcontractor's status as defined by Fairfax County, as a small, minority-owned and/or woman-owned business, and the type and dollar value of the subcontracted goods/services provided. Reference Appendix B to this solicitation.

### **35. USE OF CONTRACT BY OTHER PUBLIC BODIES:**

- 35.1. Reference Paragraph 75, General Conditions and Instructions to Bidders, Cooperative Purchasing. Offerors are advised that the *resultant* contract(s) may be extended, with the authorization of the Offeror, to other public bodies, or public agencies or institutions of the United States to permit their use of the contract at the same prices and/or discounts and terms of the resulting contract. If any other public body decides to use the final contract, the Contractor(s) must deal directly with that public body concerning the placement of orders, issuance of purchase orders, contractual disputes, invoicing and payment. The County of Fairfax acts only as the "Contracting Agent" for these public bodies. Failure to extend a contract to any public body will have no effect on consideration of your offer. (See Appendix B for sample listing).
- 35.2. It is the Contractors responsibility to notify the public body(s) of the availability of the contract(s).
- 35.3. Other public bodies desiring to use this contract will need to make their own legal determinations as to whether the use of this contract is consistent with their laws, regulations, and other policies.
- 35.4. Each public body has the option of executing a separate contract with the Contractor(s). Public bodies may add terms and conditions required by statute, ordinances, and regulations, to the extent that they do not conflict with the contracts terms and conditions. If, when preparing such a contract, the general terms and conditions of a public body are unacceptable to the Contractor, the Contractor may withdraw its extension of the award to that public body.
- 35.5. Fairfax County **shall not** be held liable for any costs or damages incurred by another public body as a result of any award extended to that public body by the Contractor.

### **36. NEWS RELEASE BY VENDORS:**

- 36.1. As a matter of policy, the County does not endorse the products or services of a contractor. News releases concerning any resultant contract from this solicitation will not be made by a contractor without the prior written approval of the County. All proposed news releases will be routed to the Purchasing Agent for review and approval.

### **37. AMERICANS WITH DISABILITIES ACT REQUIREMENTS:**

- 37.1. Fairfax County Government is fully committed to the Americans with Disabilities Act (ADA) which guarantees non-discrimination and equal access for persons with disabilities in employment, public accommodations, transportation, and all County programs, activities and services. Fairfax County government contractors, subcontractors, vendors, and/or suppliers are subject to this ADA policy. All individuals having any County contractual agreement must make the same commitment.

Your acceptance of this contract acknowledges your commitment and compliance with ADA.

- 37.2. Fairfax County is committed to a policy of nondiscrimination in all County programs, services, and activities and will provide reasonable accommodations upon request. Bidders requesting special accommodations should call the Office of Equity and Compliance at 571-423-3050 or email them at



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[equity&compliance@fcps.edu](mailto:equity&compliance@fcps.edu). Please allow seven (7) working days in advance of the event to make the necessary arrangements.

**38. HIPAA COMPLIANCE:**

38.1. Fairfax County Government has designated certain health care components as covered by the Health Insurance Portability and Accountability Act of 1996. The successful vendor will be designated a business associate pursuant to 45 CFR part 164.504(e) of those agencies identified as health care components of the County, including the Fairfax-Falls Church Community Services Board, upon award of contract. The successful vendor shall be required to execute a Fairfax County Business Associate Agreement and must adhere to all relevant federal, state, and local confidentiality and privacy laws, regulations, and contractual provisions of that agreement. These laws and regulations include, but are not limited to: (1) HIPAA – 42 USC 201, et seq., and 45 CFR Parts 160 and 164; and (2) Va Code – Title 32.1, Health, § 32.1-1 et seq. The vendor shall have in place appropriate administrative, technical, and physical safeguards to ensure the privacy and confidentiality of protected health information.

38.2. Further information regarding HIPAA Compliance is available on the County's website at <http://www.fairfaxcounty.gov/HIPAA>.

**39. BACKGROUND CRIMINAL INVESTIGATION/IDENTIFICATION:**

39.1. By the signature of its authorized official on the response to this solicitation, the Contractor certifies that neither the contracting official nor any of the Contractor's employees, agents or subcontractors who will have direct contact with students has been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child. The Contractor agrees to remove from the contract any employee, agent or subcontractor who has been determined by the School Board to be disqualified from service due to such convictions or the failure to truthfully report such convictions.

39.2. The Contractor shall immediately notify the FCPS contract administrator if any Contractor or employee of said Contractor providing services under the contract is arrested or indicted as a defendant in Virginia or any other jurisdiction. FCPS reserves the right to require that the employee be suspended from working on the contract until the charge(s) is adjudicated. This requirement does not apply to minor traffic violations, not requiring the appearance of the employee in court, unless the charge includes the illegal possession, distribution, use or influence of drugs or alcohol.

39.3. Due to enhanced security measures, Contractor employees/representatives are required to have photo identification and be able to present same upon request. Contractor employees/representatives shall report to the appropriate administrative and/or main office each time a site is visited. **All Contractor employees will be required to wear a company picture ID badge, or temporary name tag, issued by the County, clearly visible above the waist.** Contractor employees/representatives who arrive at the County/School facility without appropriate identification badges will immediately be dismissed from the job site.

39.4. Failure to comply with the above requirements may result in termination of the contract.

**40. IMMIGRATION REFORM AND CONTROL ACT:**

40.1. Contractor certifies that it does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.

**41. STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:**

41.1. Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact

**SPECIAL PROVISIONS**

business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Any bidder or offeror that fails to provide the required information may not receive an award.

# COUNTY OF FAIRFAX COMMONWEALTH OF VIRGINIA

## ***GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS***

(Vendor: The general rules and conditions which follow apply to all purchases and become a definite part of each formal solicitation and resulting contract award issued by the DEPARTMENT OF PURCHASING & SUPPLY MANAGEMENT, unless otherwise specified. Bidders or their authorized representatives are expected to inform themselves fully as to the conditions, requirements, and specifications before submitting bids; failure to do so will be at the bidder's own risk and relief cannot be secured on the plea of error.)

Subject to all State and local laws, policies, resolutions, and regulations and all accepted rules, regulations and limitations imposed by legislation of the Federal Government, bids on all solicitations issued by the DEPARTMENT OF PURCHASING & SUPPLY MANAGEMENT will bind bidders to applicable conditions and requirements herein set forth unless otherwise specified in the solicitation.

**1. AUTHORITY** -The Purchasing Agent has the sole responsibility and authority for negotiating, placing and when necessary modifying every solicitation, contract and purchase order (except for capital construction projects) issued by the County of Fairfax. In the discharge of these responsibilities, the Purchasing Agent may be assisted by assigned buyers. Unless specifically delegated by the County Purchasing Agent, no other County officer or employee is authorized to order supplies or services, enter into purchase negotiations or contracts, or in any way obligate the government of the County of Fairfax for an indebtedness. Any purchase ordered or contract made which is contrary to these provisions and authorities shall be of no effect and void and the County shall not be bound thereby.

### **2. DEFINITIONS-**

**AGENCY:** Any Department, Agency, Authority, Commission, Board or other unit in the Administrative Service of the County.

**BEST VALUE:** As predetermined in the solicitation, means the overall combination of quality, price, and various elements of required services that in total are optimal relative to a public body's needs.

**BID:** The offer of a bidder to provide specific goods or services at specified prices and/or other conditions specified in the solicitation.

**BIDDER/OFFEROR:** Any individual, company, firm, corporation, partnership or other organization bidding on solicitations issued by the Purchasing Agent and offering to enter into contracts with the County. The term "bidder" will be used throughout this document and shall be construed to mean "offeror" where appropriate.

**CONSULTANT SERVICES:** Any type of services required by the County, but not furnished by its own employees, which is in its nature so unique that it should be obtained by negotiation on the basis of demonstrated competence and qualification for the type of service required and at fair and reasonable compensation, rather than by competitive sealed bidding.

**CONTRACTOR:** Any individual, company, firm, corporation, partnership or other organization to whom an award is made by the County.

**COUNTY:** County of Fairfax.

**GOODS:** All material, equipment, supplies, printing, and automated data processing/information technology hardware and software.

**INFORMALITY:** A minor defect or variation of a bid or proposal from the exact requirements of the invitation to bid or the request for proposal which does not affect the price, quality, quantity or delivery schedule for the goods, services or construction being procured.

**INVITATION FOR BID (IFB):** A request which is made to prospective suppliers (bidders) for their quotation on goods or services desired by the County. The issuance of an IFB will contain or incorporate by reference the specifications and contractual terms and conditions applicable to the procurement.

**OPEN MARKET PROCUREMENT (OMP):** A method of competitive bidding for the purchase or lease of goods, non-professional services or for the purchase of insurance, construction, or construction management when the estimated cost thereof shall be less than \$50,000.

**PROFESSIONAL SERVICES:** Any type of professional service performed by an independent contractor within the practice of accounting, actuarial services, architecture, dentistry, land surveying, landscape architecture, law, medicine, optometry, pharmacy, or professional engineering (which shall be procured as set forth in the Code of Virginia §2.2-4301 in the definition of competitive negotiation at paragraph 3 (a), and in conformance with the Fairfax County Purchasing Resolution).

**PURCHASING AGENT:** The Purchasing Agent employed by the Board of Supervisors of Fairfax County, Virginia.

**REQUEST FOR PROPOSAL (RFP):** A request for an offer from prospective offerors which will indicate the general terms which are sought to be procured from the offeror. The RFP will specify the evaluation factors to be used and will contain or incorporate by reference other contractual terms and conditions applicable to the procurement.

**RESPONSIBLE BIDDER/OFFEROR:** An individual, company, firm, corporation, partnership or other organization having the capability in all respects to perform fully the contract requirements, and also having the moral and business integrity and reliability which will assure good faith performance, and having been prequalified, if required. (Reference paragraph 24, General Conditions and Instructions to Bidders).

**RESPONSIVE BIDDER/OFFEROR:** An individual, company, firm, corporation, partnership or other organization having submitted a bid which conforms in all material respects to the invitation for bid or request for proposal.

**General Conditions and Instructions to Bidders**

**SERVICES:** Any work performed by an independent contractor wherein the service rendered does not consist primarily of acquisition of equipment or materials, or the rental of equipment, materials and supplies.

**SOLICITATION:** The process of notifying prospective bidders that the County wishes to receive bids on a set of requirements to provide goods or services. The notification of County requirements may consist of public advertising (newspaper, County Web Site, or other electronic notification), the mailing of Notices of Solicitation, Invitation for Bid (IFB) or Request for Proposal (RFP), the public posting of notices, issuance of an Open Market Procurement (OMP), or telephone calls to prospective bidders.

**STATE:** Commonwealth of Virginia.

**CONDITIONS OF BIDDING**

**3. BID FORMS-**Unless otherwise specified in the solicitation, all bids shall be submitted on the forms provided, to include the bid Cover Sheet and Pricing Schedule(s), properly signed in ink in the proper spaces and submitted in a sealed envelope provided with the solicitation. The item pages of the Pricing Schedule which do not include any items for which a bid is required need not be included in the submission of a bid.

Should the bid prices and/or any other submissions differ on the copy of the submitted bid, the ORIGINAL copy shall prevail.

**4. LATE BIDS & MODIFICATIONS OF BIDS-**

- a. Any bid/modification received at the office designated in the solicitation after the exact time specified for receipt of the bid/modification is considered a late bid/modification. A late bid/modification will not be considered for award except under the following conditions only:
  1. It was sent by registered or certified mail not later than the fifth (5th) calendar date prior to the date specified for receipt of the bid/modification; or
  2. The bid/modification was sent by mail and it is determined by the County Purchasing Agent that the late receipt was due solely to mishandling by the County after receipt at the address specified in the solicitation.
- b. If the County declares administrative or liberal leave, scheduled bid openings or receipt of proposals will be extended to the next business day.
- c. The time of receipt of bids at the specified location is the time-date stamp of such location on the bid wrapper or other documentary evidence of receipt maintained by the specified location.
- d. A late hand-carried bid, or any other late bid not submitted by mail, shall not be considered for award.

**5. WITHDRAWAL OF BIDS-**

- a. A bidder for a public construction contract, other than a contract for construction or maintenance of public highways, may withdraw his or her bid from consideration if the price bid was substantially lower than the other bids due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn. If a bid contains both clerical and judgment mistakes, a bidder may withdraw his bid from consideration if the price bid would have been substantially lower than the other bids due solely to the clerical mistake, that was an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid which shall be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn. The bidder shall give notice in writing to the Purchasing Agent of his or her claim of right to withdraw his or her bid within two (2) business days after the conclusion of the bid opening procedure and shall submit original work papers with such notice.
- b. A bidder for a contract other than for public construction may request withdrawal of his or her bid under the following circumstances:
  1. Requests for withdrawal of bids prior to opening of such bids shall be transmitted to the County Purchasing Agent in writing.
  2. Requests for withdrawal of bids after opening of such bids but prior to award shall be transmitted to the County Purchasing Agent, in writing, accompanied by full documentation supporting the request. If the request is based on a claim of error, documentation must show the basis of the error. Such documentation may take the form of supplier quotations, vendor work sheets, etc. If bid bonds were tendered with the bid, the County may exercise its right of collection.
- c. No bid may be withdrawn under this paragraph when the result would be the awarding of the contract on another bid of the same bidder or of another bidder in which the ownership of the withdrawing bidder is more than five percent.
- d. If a bid is withdrawn under the authority of this paragraph, the lowest remaining bid shall be deemed to be the low bid.
- e. No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from

**General Conditions and Instructions to Bidders**

the performance of the project for which the withdrawn bid was submitted.

- f. If the county denies the withdrawal of a bid under the provisions of this paragraph, it shall notify the bidder in writing stating the reasons for its decision and award the contract to such bidder at the bid price, provided such bidder is a responsible and responsive bidder.
- g. Work papers, documents, and materials submitted in support of a withdrawal of bids may be considered as trade secrets or proprietary information subject to the conditions of the Virginia Freedom of Information Act.

**6. ERRORS IN BIDS-**When an error is made in extending total prices, the unit bid price will govern. Erasures in bids must be initialed by the bidder. Carelessness in quoting prices, or in preparation of bid otherwise, will not relieve the bidder. Bidders are cautioned to recheck their bids for possible error. Errors discovered after public opening cannot be corrected and the bidder will be required to perform if his or her bid is accepted.

**7. MAILING OF BIDS –** All bids and proposals submitted in response to a Fairfax County solicitation shall be submitted either a) in the special mailing envelope provided by the Department of Purchasing and Supply Management or b) have the solicitation number, subject, and date/time of opening/closing clearly marked on the outside of any other wrapper used.

**8. COMPLETENESS-**To be responsive, a bid must include all information required by the solicitation.

**9. ACCEPTANCE OF BIDS/BINDING 90 DAYS-**Unless otherwise specified, all formal bids submitted shall be binding for ninety (90) calendar days following bid opening date, unless extended by mutual consent of all parties.

**10. CONDITIONAL BIDS-**Conditional bids are subject to rejection in whole or in part.

**11. BIDS FOR ALL OR PART-**Unless otherwise specified by the County Purchasing Agent or by the bidder, the Purchasing Agent reserves the right to make award on all items in the aggregate or on any of the items on an individual basis, whichever is in the best interest of the County. A bidder may restrict his or her bid to consideration in the aggregate by so stating but shall name a single unit price on each item bid. Any bid in which the bidder names a total price for all the articles without quoting a unit price for each and every separate item may not be considered for award.

**12. AREA BIDS-**For the purchase and delivery of certain goods and services the County may be divided into Areas (e.g., Areas I, II, III, and IV). When such goods and services are included in the Pricing Schedule, bidders may bid on all areas or an individual area. A map showing the areas of the County will be furnished with the solicitation when required.

**13. TIME FOR RECEIVING BID-**Bids received prior to the time of opening will be securely kept, unopened. The representative of the Purchasing Agent assigned to open them will decide when the specified time has arrived, and no bid received thereafter will be considered, except as provided in paragraph 4, General Conditions and Instructions to Bidders. No responsibility will attach to the Purchasing Agent or his or her representative for the premature opening of a bid not properly addressed and identified. Unless specifically authorized in the solicitation, telegraphic, electronic, or facsimile bids/modifications will not be considered.

**14. BID OPENING-**All bids received in response to an Invitation for Bid (IFB) will be opened at the date, time and place specified, read publicly, and made available for inspection as provided in paragraph 68, General Conditions and Instructions to Bidders. Tabulations of bids received are posted on the Department of Purchasing & Supply Management Bulletin Board as well as the County's web site: <http://www.fairfaxcounty.gov/dpsm/solic.htm>.

Proposals received in response to a Request for Proposal (RFP) will be made available as provided in paragraph 68, General Conditions and Instructions to Bidders.

**15. OMISSIONS & DISCREPANCIES-**Any items or parts of any equipment listed in this solicitation which are not fully described or are omitted from such specification, and which are clearly necessary for the completion of such equipment and its appurtenances, shall be considered a part of such equipment although not directly specified or called for in the specifications.

Should a bidder find discrepancies or ambiguities in, or omissions from, the solicitation, including the drawings and/or specifications, he or she shall notify the Purchasing Agent at least five (5) days prior to the date set for the opening of bids. If necessary, the Purchasing Agent will send a written addendum for clarification to all bidders no later than three (3) days before the date set for opening of bids. Notifications regarding specifications will not be considered if received within five days of the date set for opening of bids.

**16. RESPONSE TO SOLICITATIONS-**In the event a vendor cannot submit a bid on a solicitation, he or she is requested to return the solicitation cover sheet with an explanation as to why he or she is unable to bid on these requirements.

**17. BIDDER INTERESTED IN MORE THAN ONE BID-**If more than one bid is offered by any one party, either directly or by or in the name of his or her clerk, partner, or other persons, all such bids may be rejected. A party who has quoted prices on work, materials, or supplies to a bidder is not thereby disqualified from quoting prices to other bidders or firms submitting a bid directly for the work, materials or supplies.

**18. TAX EXEMPTION-**The County is exempt from the payment of any federal excise or any Virginia sales tax. The price bid must be net, exclusive of taxes. However, when under established trade practice any federal excise tax is included in the list price, a bidder may quote the list price and shall show separately the amount of federal tax, either as a flat sum or as a percentage of the list price, which shall be deducted by the County. Fairfax County's Federal Excise Tax Exemption Number is 54-74-0127K. Contractors located outside the Commonwealth of Virginia are advised that when materials are picked up by the County at their place of business, they may charge and collect their own local/state sales tax. Materials used in the performance of construction contracts are subject to Virginia Sales/Use Tax as

**General Conditions and Instructions to Bidders**

described in Section 630-10-27J of the Virginia Retail Sales and Use Tax Regulations.

**19. PROHIBITION AGAINST UNIFORM PRICING-**The County Purchasing Agent shall encourage open and competitive bidding by all possible means and shall endeavor to obtain the maximum degree of open competition on all purchase transactions using the competitive sealed bidding, competitive negotiation, or open market methods of procurement. In submitting a bid each bidder shall, by virtue of submitting a bid, guarantee that he or she has not been a party with other bidders to an agreement to bid a fixed or uniform price. Violation of this implied guarantee shall render void the bids of participating bidders. Any disclosure to or acquisition by a competitive bidder, in advance of the opening of the bids, of the terms or conditions of the bid submitted by another competitor may render the entire proceedings void and may require re-advertising for bids.

**SPECIFICATIONS**

**20. QUESTIONS CONCERNING SPECIFICATIONS-**Any information relative to interpretation of specifications and drawings shall be requested of the Purchasing Agent, in writing, in ample time before the opening of bids. No inquiries, if received by the Purchasing Agent within five (5) days of the date set for the opening of bids, will be given any consideration. Any material interpretation of a specification, as determined by the County Purchasing Agent, will be expressed in the form of an addendum to the specification which will be sent to all prospective bidders no later than three (3) days before the date set for receipt of bids. Oral answers will not be authoritative.

**21. BRAND NAME OR EQUAL ITEMS-**Unless otherwise provided in the invitation for bid, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named; it conveys the general style, type, character, and quality of the article desired, and any article which the County in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted.

**22. FORMAL SPECIFICATIONS-**When a solicitation contains a specification which states no substitutes, no deviation therefrom will be permitted and the bidder will be required to furnish articles in conformity with that specification.

The bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the specifications and drawings. Whenever the mention is made of any articles, material, or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, A.S.T.M. regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed as to the minimum requirements of these specifications.

**23. FEDERAL SPECIFICATIONS-**Any Federal Specifications referred to herein may be obtained from the GSA Federal Supply Service Bureau - Specification Section, 470 East L'Enfant Plaza, S.W., Suite #8100, Washington, D.C. 20407 (Voice: 1-202-619-8925, Fax: 1-202-619-8978).

**AWARD**

**24. AWARD OR REJECTION OF BIDS-**The Purchasing Agent shall award the contract to the lowest responsive and responsible bidder complying with all provisions of the IFB, provided the bid price is reasonable and it is in the best interest of the County to accept it. Awards made in response to a RFP will be made to the highest qualified offeror whose proposal is determined, in writing, to be the most advantageous to the County taking into consideration the evaluation factors set forth in the RFP. The Purchasing Agent reserves the right to award a contract by individual items, in the aggregate, or in combination thereof, or to reject any or all bids and to waive any informality in bids received whenever such rejection or waiver is in the best interest of the County. Award may be made to as many bidders as deemed necessary to fulfill the anticipated requirements of Fairfax County. The Purchasing Agent also reserves the right to reject the bid of a bidder deemed to be a non-responsible bidder.

In determining the responsibility of a bidder, the following criteria will be considered:

- a. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
- b. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
- c. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- d. The quality of performance of previous contracts or services;
- e. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or services;
- f. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
- g. The quality, availability and adaptability of the goods or services to the particular use required;
- h. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
- i. The number and scope of the conditions attached to the bid;
- j. Whether the bidder is in arrears to the County on debt or contract or is a defaulter on surety to the County or whether the bidder's County taxes or assessments are delinquent; and
- k. Such other information as may be secured by the County Purchasing Agent having a bearing on the decision to award the contract. If an apparent low bidder is not awarded a contract for reasons of nonresponsibility, the County Purchasing Agent shall so notify that bidder and shall have recorded the reasons in the contract file.

**25. NOTICE OF ACCEPTANCE/CONTRACT DOCUMENTS-**A written award (or Acceptance Agreement) mailed (or otherwise furnished)

**General Conditions and Instructions to Bidders**

to the successful bidder within the time for acceptance specified in the solicitation shall be deemed to result in a binding contract. The following documents which are included in the solicitation shall be incorporated by reference in the resulting contract and become a part of said contract:

- a. County of Fairfax Solicitation Form/Acceptance Agreement (Cover Sheet) and other documents which may be incorporated by reference, if applicable,
- b. General Conditions and Instructions to Bidders,
- c. Special Provisions and Specifications,
- d. Pricing Schedule,
- e. Any Addenda/Amendments/Memoranda of Negotiations

**26. TIE-BIDS** – If all bids are for the same total amount or unit price (including authorized discounts and delivery times), and if the public interest will not permit the delay of readvertisement for bids, the County Purchasing Agent is authorized to award the contract to the resident Fairfax County tie bidder whose firm has its principal place of business in the County, or if there be none, to the resident Virginia tie bidder, or if there be none, to one of the tie bidders by drawing lots in public; or the County Purchasing Agent may purchase the goods or services in the open market except that the price paid shall not exceed the lowest contract bid price submitted for the same goods or services. The decision of the County to make award to one or more such bidders shall be final.

**27. PROMPT PAYMENT DISCOUNT-**

- a. Unless otherwise specified in the solicitation, prompt payment discounts requiring payment in less than fifteen (15) days will not be considered in evaluating a bid for award. However, even though not considered in the evaluation, such discounts will be taken if payment is to be made within the discount period.
- b. In connection with any discount offered, time will be computed from the date of delivery of the supplies to the carrier when delivery, inspection and acceptance are at the point of origin; or, from date of delivery, inspection and acceptance at destination; or, from date correct invoice or voucher is received in the office specified by the County, if the latter is later than the date of acceptance. In the event the bidder does not indicate a prompt payment discount, it shall be construed to mean NET 30 days.

For the purpose of earning the discount, payment is deemed to be made as of the date of mailing of the County check or issuance of an Electronic Funds Transfer.

**28. INSPECTION-ACCEPTANCE**-For determining acceptance of supplies in accordance with the provisions of the prompt payment discount paragraph, inspection and acceptance shall be accomplished only after examination (including testing) of supplies and services to determine whether the supplies and services conform to the contract requirements. Acceptance shall occur only after receipt and inspection provided such inspection, as appropriate, is accomplished within a reasonable time.

**29. DEFINITE BID QUANTITIES**-Where definite quantities are specifically stated, acceptance will bind the County to order quantities specified and to pay for, at contract prices, all such supplies or services delivered that meet specifications and conditions of the contract. However, the County will not be required to accept delivery of any balances unordered, as of the contract expiration date, unless the Contractor furnished the Purchasing Agent with a statement of unordered balances not later than ten (10) days after the termination date of the contract.

**30. REQUIREMENT BID QUANTITIES**-On "Requirement" bids, acceptance will bind the County to pay for, at unit bid prices, only quantities ordered and delivered. Where the County specifies estimated quantities, the Contractor shall not be required to deliver more than ten (10) percent in excess of the estimated quantity of each item, unless otherwise agreed upon.

**CONTRACT PROVISIONS**

**31. TERMINATION OF CONTRACTS**-Contracts will remain in force for full periods specified and/or until all articles ordered before date of termination shall have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall have been met, unless:

- a. Terminated prior to expiration date by satisfactory deliveries of entire contract requirements, or upon termination by the County for Convenience or Cause.
- b. Extended upon written authorization of the Purchasing Agent and accepted by Contractor, to permit ordering of unordered balances or additional quantities at contract prices and in accordance with contract terms.

**32. TERMINATION FOR CONVENIENCE**-A contract may be terminated in whole or in part by the County in accordance with this clause whenever the County Purchasing Agent shall determine that such a termination is in the best interest of the County. Any such termination shall be effected by delivery to the Contractor at least five (5) working days prior to the termination date of a Notice of Termination specifying the extent to which performance shall be terminated and the date upon which termination becomes effective. An equitable adjustment in the contract price shall be made for completed service, but no amount shall be allowed for anticipated profit on unperformed services.

**33. TERMINATION OF CONTRACT FOR CAUSE-**

- a. If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner his or her obligations under this contract, or

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if the Contractor shall violate any of the covenants, agreements, or stipulations of this contract, the County shall thereupon have the right to terminate, specifying the effective date thereof, at least five (5) days before the effective date of such termination. In such event all finished or unfinished documents, data, studies, surveys, drawings, maps, models, and reports prepared by the Contractor under the contract shall, at the option of the County, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents.

- b. Notwithstanding the above, the Contractor shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of contract by the Contractor for the purpose of set off until such time as the exact amount of damages due to the County from the Contractor is determined.

**34. CONTRACT ALTERATIONS-**No alterations in the terms of a contract shall be valid or binding upon the County unless made in writing and signed by the Purchasing Agent or his or her authorized agent.

**35. SUBLETTING OF CONTRACT OR ASSIGNMENT OF CONTRACT FUNDS-**It is mutually understood and agreed that the Contractor shall not assign, transfer, convey, sublet or otherwise dispose of his or her contractual duties to any other person, firm or corporation, without the previous written consent of the Purchasing Agent. If the Contractor desires to assign his or her right to payment of the contract, Contractor shall notify the Purchasing Agent immediately, in writing, of such assignment of right to payment. In no case shall such assignment of contract relieve the Contractor from his or her obligations or change the terms of the contract.

**36. FUNDING-**A contract shall be deemed binding only to the extent of appropriations available to each Agency for the purchase of goods and services.

**37. DELIVERY/SERVICE FAILURES-**Failure of a Contractor to deliver goods or services within the time specified, or within reasonable time as interpreted by the Purchasing Agent, or failure to make replacements/corrections of rejected articles/services when so requested, immediately or as directed by the Purchasing Agent, shall constitute authority for the Purchasing Agent to purchase in the open market articles/services of comparable grade/quality to replace the services, articles rejected, and/or not delivered. On all such purchases, the Contractor shall reimburse the County, within a reasonable time specified by the Purchasing Agent, for any expense incurred in excess of contract prices. Such purchases shall be deducted from the contract quantities if applicable. Should public necessity demand it, the County reserves the right to use or consume articles delivered or services performed which are substandard in quality, subject to an adjustment in price to be determined by the Purchasing Agent.

**38. NON-LIABILITY-**The Contractor shall not be liable in damages for delay in shipment or failure to deliver when such delay or failure is the result of fire, flood, strike, the transportation carrier, act of God, act of Government, act of an alien enemy or by any other circumstances which, in the Purchasing Agent's opinion, are beyond the control of the Contractor. Under such circumstances, however, the Purchasing Agent may, at his or her discretion, cancel the contract.

**39. NEW GOODS, FRESH STOCK-**All Contractors, unless otherwise specifically stated, shall provide new commodities, fresh stock, latest model, design or pack.

**40. NON-DISCRIMINATION-**During the performance of this contract, the Contractor agrees as follows:

- a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such Contractor is an equal opportunity employer.
- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- d. The Contractor will include the provisions of the foregoing paragraphs a, b, and c above in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.
- e. Contractor and Subcontractor hereunder shall, throughout the term of this contract, comply with the Human Rights Ordinance, Chapter 11 of the Code of the County of Fairfax, Virginia, as reenacted or amended.

**41. VENDOR RELATIONS DIVISION-**

- a. It is the policy of the County of Fairfax as declared by the Fairfax County Board of Supervisors' adoption of a Small and Minority Business Enterprise Program, April 6, 1981, that Fairfax County and its employees undertake every effort to increase opportunity for utilization of small or minority businesses in all aspects of procurement to the maximum extent feasible.
- b. In connection with the performance of this contract, the Contractor agrees to use his or her best effort to carry out this policy and to insure that small and minority businesses shall have the maximum practicable opportunity to compete for subcontract work under this contract consistent with the efficient performance of this contract.
- c. As used in this contract, the term small business means an independently owned and operated business which, together with



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affiliates, has 250 or fewer employees or average annual gross receipts of \$10 million or less averaged over the previous three years.

- d. As used in this contract, the term "minority business" means a business concern that is at least **51%** owned by one or more minority individuals or in the case of a corporation, partnership or limited liability company, or other entity, at least **51%** of the equity ownership interest in the corporation, partnership or limited company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals. Such individuals shall include Asian American, African American, Hispanic American, Native American, Eskimo or Aleut.
- e. As used in this contract, the term women-owned business means a business concern that is at least **51%** owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited company or other entity, at least **51%** of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women who are U.S. citizens or legal resident aliens.
- f. Contractors may rely on oral or written representations by subcontractors regarding their status as small and/or minority business enterprises in lieu of independent investigation.
- g. Where Federal grants or monies are involved it is the policy of Fairfax County, through its agents and employees, to comply with the requirements set forth in the U.S. Office of Management and Budget Circular No. A-102, uniform administrative requirements for Grants and Cooperative Agreements with State and Local Governments, as they pertain to small and minority business utilization.

**42. GUARANTEES & WARRANTIES-**All guarantees and warranties required shall be furnished by the Contractor and shall be delivered to the Purchasing Agent before final payment on the contract is made. Unless otherwise stated, manufacturer's standard warranty applies.

**43. PRICE REDUCTION-**If at any time after the date of the bid the Contractor makes a general price reduction in the comparable price of any material covered by the contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to this contract for the duration of the contract period (or until the price is further reduced). Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For purpose of this provision, a "general price reduction" shall mean any horizontal reduction in the price of an article or service offered (1) to Contractor's customers generally, or (2) in the Contractor's price schedule for the class of customers, i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for bidding on this solicitation. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a "general price reduction" under this provision. The Contractor shall submit his or her invoice at such reduced prices indicating on the invoice that the reduction is pursuant to the "Price Reduction" provision of the contract documents. The Contractor in addition will within ten days of any general price reduction notify the Purchasing Agent of such reduction by letter. **FAILURE TO DO SO MAY REQUIRE TERMINATION OF THE CONTRACT.** Upon receipt of any such notice of a general price reduction, all ordering offices will be duly notified by the Purchasing Agent.

The Contractor, if requested, shall furnish, within ten days after the end of the contract period, a statement certifying either (1) that no general price reduction, as defined above, was made after the date of the bid, or (2) if any such general price reductions were made, that as provided above, they were reported to the Purchasing Agent within ten (10) days and ordering offices were billed at the reduced prices. Where one or more such general price reductions were made, the statement furnished by the Contractor shall include with respect to each price reduction (1) the date when notice of any such reduction was issued, (2) the effective date of the reduction, and (3) the date when the Purchasing Agent was notified of any such reduction.

**44. CHANGES-**Should it become proper or necessary in the execution of this contract to make any change in design, or to make any alterations which will increase the expense, the Purchasing Agent shall determine an equitable adjustment.

No payment shall be made to the Contractor for any extra material or services, or of any greater amount of money than stipulated to be paid in the contract, unless some changes in or additions to the contract requiring additional outlay by the Contractor shall first have been expressly authorized and ordered in writing by contract amendment or otherwise furnished by the Purchasing Agent.

**45. PLACING OF ORDERS-**Orders against contracts will be placed with the Contractor on a Purchase Order (or Procurement Card) executed and released by the Purchasing Agent or his or her designee. The Purchase Order must bear the appropriate contract number and date. Where Blanket Purchase Agreements (BPAs) have been executed and a Blanket Purchase Order has been released by the Purchasing Agent, telephonic orders may be placed directly with the Contractor by authorized personnel in the ordering Agency.

**DELIVERY PROVISIONS**

**46. SHIPPING INSTRUCTIONS - CONSIGNMENT-**Unless otherwise specified in the solicitation each case, crate, barrel, package, etc., delivered under the contract must be plainly stenciled or securely tagged, stating the Contractor's name, purchase order number, and delivery address as indicated in the order. Where shipping containers are to be used, each container must be marked with the purchase order number, name of the Contractor, the name of the item, the item number, and the quantity contained therein. Deliveries must be made within the hours of 8:00 AM - 3:00 PM. Deliveries at any other time will not be accepted unless specific arrangements have been previously made with the receiver at the delivery point. No deliveries will be accepted on Saturdays, Sundays and holidays, unless previous arrangements have been made. It shall be the responsibility of the Contractor to insure compliance with these instructions for items that are drop-shipped.

**47. RESPONSIBILITY FOR SUPPLIES TENDERED-**Unless otherwise specified in the solicitation, the Contractor shall be responsible for the materials or supplies covered by the contract until they are delivered at the designated point, but the Contractor shall bear all risk on rejected materials or supplies after notice of rejection. Rejected materials or supplies must be removed by and at the expense of the

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Contractor promptly after notification of rejection, unless public health and safety require immediate destruction or other disposal of rejected delivery. If rejected materials are not removed by the Contractor within ten (10) days after date of notification, the County may return the rejected materials or supplies to the Contractor at his or her risk and expense or dispose of them as its own property.

**48. INSPECTIONS**-Inspection and acceptance of materials or supplies will be made after delivery at destinations herein specified unless otherwise stated. If inspection is made after delivery at destination herein specified, the County will bear the expense of inspection except for the value of samples used in case of rejection. Final inspection shall be conclusive except in regard to latent defects, fraud or such gross mistakes as to amount to fraud. Final inspection and acceptance or rejection of the materials or supplies will be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the County for such materials or supplies as are not in accordance with the specifications.

**49. COMPLIANCE**-Delivery must be made as ordered and in accordance with the solicitation or as directed by the Purchasing Agent when not in conflict with the bid. The decision of the Purchasing Agent as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of goods by the purchaser shall rest with the Contractor. Any request for extension of time of delivery from that specified must be approved by the Purchasing Agent, such extension applying only to the particular item or shipment affected. Should the Contractor be delayed by the County, there shall be added to the time of completion a time equal to the period of such delay caused by the County. However, the contractor shall not be entitled to claim damages or extra compensation for such delay or suspension. These conditions may vary for construction contracts. See Special Provisions for the individual solicitation.

**50. POINT OF DESTINATION**-All materials shipped to the County must be shipped F.O.B. DESTINATION unless otherwise stated in the contract or purchase order. The materials must be delivered to the "Ship to" address indicated on the purchase order.

**51. ADDITIONAL CHARGES**-Unless bought F.O.B. "shipping point" and Contractor prepays transportation, no delivery charges shall be added to invoices except when express delivery is authorized and substituted on orders for the method specified in the contract. In such cases, difference between freight or mail and express charges may be added to invoice.

**52. METHOD AND CONTAINERS**-Unless otherwise specified, goods shall be delivered in commercial packages in standard commercial containers, so constructed as to ensure acceptance by common or other carrier for safe transportation to the point of delivery. Containers become the property of the County unless otherwise specified by bidder.

**53. WEIGHT CHECKING**-Deliveries shall be subject to re-weighing over official sealed scales designated by the County. Payments shall be made on the basis of net weight of materials delivered. Normal shrinkage may be allowed in such instances where shrinkage is possible. Net weights only, exclusive of containers or wrapping, shall be paid for by the County.

**54. DEMURRAGE AND RE-SPOTTING**-The County will be responsible for demurrage charges only when such charges accrue because of the County's negligence in unloading the materials. The County will pay railroad charges due to the re-spotting of cars, only when such re-spotting is ordered by the County.

**55. REPLACEMENT**-Materials or components that have been rejected by the Purchasing Agent, in accordance with the terms of a contract, shall be replaced by the Contractor at no cost to the County.

**56. PACKING SLIPS OR DELIVERY TICKETS**-All shipments shall be accompanied by Packing Slips or Delivery Tickets and shall contain the following information for each item delivered:

1. The Purchase Order Number,
2. The Name of the Article and Stock Number (Supplier's),
3. The Fairfax County Identification Number (FCIN), if specified in the order,
4. The Quantity Ordered,
5. The Quantity Shipped,
6. The Quantity Back Ordered,
7. The Name of the Contractor.

Contractors are cautioned that failure to comply with these conditions shall be considered sufficient reason for refusal to accept the goods.

**BILLING**

**57. BILLING**-Billing for the Fairfax County Public Schools and for County agencies: Unless otherwise specified on the contract or purchase order (PO), invoices are to be submitted, in DUPLICATE, for each purchase order immediately upon completion of the shipment or services. If shipment is made by freight or express, the original Bill of Lading, properly receipted, must be attached to the invoice. Invoices should be mailed to the "BILL TO" address on the PO or to the appropriate address specified in the contract.

**PAYMENTS**

**58. PAYMENT**-Payment shall be made after satisfactory performance of the contract, in accordance with all of the provisions thereof, and upon receipt of a properly completed invoice. Fairfax County reserves the right to withhold any or all payments or portions thereof for Contractor's failure to perform in accordance with the provision of the contract or any modifications thereto.

**59. PARTIAL PAYMENTS**-Unless otherwise specified, partial payments will be made upon acceptance of materials or services so invoiced if in accordance with completion date. However, up to 5 percent (5%) of the value of the entire order may be retained until completion of contract.

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**60. PAYMENT FOR EQUIPMENT, INSTALLATION, AND TESTING-**When equipment requires installation (which shall also be interpreted to mean erection and/or setting up or placing in position, service, or use) and test, and where such installation or testing is delayed, payment may be made on the basis of 50% of the contract price when such equipment is delivered on the site. A further allowance of 25% may be made when the equipment is installed and ready for test. The balance shall be paid after the equipment is tested and found to be satisfactory. If the equipment must be tested, but installation is not required to be made by the Contractor or if the equipment must be installed but testing is not required, payment may be made on the basis of 75% at the time of delivery and the balance shall be paid after satisfactory test or installation is completed.

**GENERAL****61. GENERAL GUARANTY-**Contractor agrees to:

- a. Save the County, its agents and employees harmless from liability of any nature or kind for the use of any copyrighted or uncopyrighted composition; secret process, patented or unpatented; invention; article or appliance furnished or used in the performance of a contract for which the Contractor is not the patentee, assignee, licensee or owner.
- b. Protect the County against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transit or delivery.
- c. Furnish adequate protection against damage to all work and to repair damages of any kind to the building or equipment, to his or her own work or to the work of other contractors, for which his or her workers are responsible.
- d. Pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, rules and regulations of the County.
- e. Protect the County from loss or damage to County owned property while it is in the custody of the Contractor.

**62. SERVICE CONTRACT GUARANTY-**Contractor agrees to:

- a. Furnish services described in the solicitation and resultant contract at the times and places and in the manner and subject to conditions therein set forth provided that the County may reduce the said services at any time.
- b. Enter upon the performance of services with all due diligence and dispatch, assiduously press to its complete performance, and exercise therein the highest degree of skill and competence.
- c. All work and services rendered in strict conformance to all laws, statutes, and ordinances and the applicable rules, regulations, methods and procedures of all government boards, bureaus, offices and other agents.
- d. Allow services to be inspected or reviewed by an employee of the County at any reasonable time and place selected by the County. Fairfax County shall be under no obligation to compensate Contractor for any services not rendered in strict conformity with the contract.
- e. Stipulate that the presence of a County Inspector shall not lessen the obligation of the Contractor for performance in accordance with the contract requirements, or be deemed a defense on the part of the Contractor for infraction thereof. The Inspector is not authorized to revoke, alter, enlarge, relax, or release any of the requirements of the contract documents. Any omission or failure on the part of the Inspector to disapprove or reject any work or material shall not be construed to be an acceptance of any such defective work or material. Notification of an omission or failure will be documented by the Purchasing Agent.

**63. INDEMNIFICATION-**Contractor shall indemnify, keep and save harmless the County, its agents, officials, employees and volunteers against claims of injuries, death, damage to property, patent claims, suits, liabilities, judgments, cost and expenses which may otherwise accrue against the County in consequence of the granting of a contract or which may otherwise result therefrom, if it shall be determined that the act was caused through negligence or error, or omission of the Contractor or his or her employees, or that of the subcontractor or his or her employees, if any; and the Contractor shall, at his or her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against the County in any such action, the Contractor shall, at his or her own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County as herein provided.

**64. OFFICIALS NOT TO BENEFIT-**

- a. Each bidder or offeror shall certify, upon signing a bid or proposal, that to the best of his or her knowledge no Fairfax County official or employee having official responsibility for the procurement transaction, or member of his or her immediate family, has received or will receive any financial benefit of more than nominal or minimal value relating to the award of this contract. If such a benefit has been received or will be received, this fact shall be disclosed with the bid or proposal or as soon thereafter as it appears that such a benefit will be received. Failure to disclose the information prescribed above may result in suspension or debarment, or rescission of the contract made, or could affect payment pursuant to the terms of the contract.
- b. Whenever there is reason to believe that a financial benefit of the sort described in paragraph "a" has been or will be received in connection with a bid, proposal or contract, and that the contractor has failed to disclose such benefit or has inadequately disclosed it, the County Executive, as a prerequisite to payment pursuant to the contract, or at any other time, may require the Contractor to furnish, under oath, answers to any interrogatories related to such possible benefit.
- c. In the event the bidder or offeror has knowledge of benefits as outlined above, this information should be submitted with the bid

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or proposal. If the above does not apply at time of award of contract and becomes known after inception of a contract, the bidder or offeror shall address the disclosure of such facts to the Fairfax County Purchasing Agent, 12000 Government Center Parkway, Suite 427, Fairfax, Virginia 22035-0013. Relevant Invitation/Request for Proposal Number (see cover sheet) should be referenced in the disclosure.

**65. LICENSE REQUIREMENT-**All firms doing business in Fairfax County, shall obtain a license as required by Chapter 4, Article 7, of The Code of the County of Fairfax, Virginia, as amended, entitled "Business, Professional and Occupational Licensing (BPOL) Tax." Questions concerning the BPOL Tax should be directed to the Department of Tax Administration, telephone (703) 222-8234 or visit: [http://www.fairfaxcounty.gov/dta/business\\_tax.htm](http://www.fairfaxcounty.gov/dta/business_tax.htm). The BPOL Tax number must be indicated in the space provided on the Cover Sheet, "Fairfax License Tax No." when appropriate.

**66. AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH:** A contractor organized as a stock or nonstick corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the *Code of Virginia* or as otherwise required by law. Any business entity described above that enters into a contract with a Fairfax County pursuant to the Fairfax County Purchasing Resolution shall not allow its existence to lapse or its certificate of authority of registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. Fairfax County may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

**67. COVENANT AGAINST CONTINGENT FEES-**The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For violation of this warranty, the County shall have the right to terminate or suspend this contract without liability to the County or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

**68. VIRGINIA FREEDOM OF INFORMATION ACT-**All proceedings, records, contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act except as provided below:

- a. Cost estimates relating to a proposed procurement transaction prepared by or for a public body shall not be open to public inspection.
- b. Any competitive sealed bidding bidder, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of all bids but prior to award, except in the event that the County decides not to accept any of the bids and to reopen the contract. Otherwise, bid records shall be open to public inspection only after award of the contract. Any competitive negotiation offeror, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award except in the event that the County decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to the public inspection only after award of the contract except as provided in paragraph "c" below. Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.
- c. Trade secrets or proprietary information submitted by a bidder, offeror or contractor in connection with a procurement transaction or prequalification application submitted pursuant to the prequalification process identified in the Special Provisions, shall not be subject to the Virginia Freedom of Information Act; however, the bidder, offeror or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary.
- d. Nothing contained in this section shall be construed to require the County, when procuring by "competitive negotiation" (Request for Proposal), to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous to the County.

**BIDDER/CONTRACTOR REMEDIES****69. INELIGIBILITY-**

- a. Any person or firm suspended or debarred from participation in County procurement shall be notified in writing by the County Purchasing Agent.
  1. The Notice of Suspension shall state the reasons for the actions taken and such decision shall be final unless the person or firm appeals within thirty (30) days of receipt of the Notice by instituting legal action as provided in the Code of Virginia.
  2. The Notice of Debarment shall state the reasons for the actions taken and the decision shall be final unless the person or firm appeals within thirty (30) days of receipt of the notice by instituting legal action as provided in the Code of Virginia.
- b. The County Purchasing Agent shall have the authority to suspend or debar a person or firm from bidding on any contract for the causes stated below:
  1. Conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract;
  2. Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a County contractor;

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3. Conviction under the state or federal antitrust statutes arising out of the submission of bids or proposals;
4. Violation of contract provisions, as set forth below, of a character which is regarded by the County Purchasing Agent to be so serious as to justify suspension or debarment action:
  - (a) failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract; or
  - (b) a recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts; provided, that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for suspension or debarment;
5. Any other cause the County Purchasing Agent determines to be so serious and compelling as to affect responsibility as a contractor, such as debarment by another governmental entity for any cause listed herein, or because of prior reprimands;
6. The contractor has abandoned performance or been terminated for default on any other Fairfax County project;
7. The contractor is in default on any surety bond or written guarantee on which Fairfax County is an obligee.
- c. If, upon appeal, it is determined that the action taken by the County Purchasing Agent was arbitrary or capricious, or not in accordance with the Constitution of Virginia, statutes or regulations, the sole relief available to the person or firm shall be restoration of eligibility. The person or firm may not institute legal action until all statutory requirements have been met.

**70. APPEAL OF DENIAL OF WITHDRAWAL OF BID-**

- a. A decision denying withdrawal of a bid submitted by a bidder or offeror shall be final and conclusive unless the bidder appeals the decision within ten (10) days after receipt of the decision by instituting legal action as provided in the Code of Virginia. The bidder or offeror may not institute legal action until all statutory requirements have been met.
- b. If no bid bond was posted, a bidder refused withdrawal of bid under the provisions of Article 2, Section 4 a.9, of the Fairfax County Purchasing Resolution, prior to appealing, shall deliver to the County a certified check or cash bond in the amount of the difference between the bid sought to be withdrawn and the next low bid. Such security shall be released only upon a final determination that the bidder was entitled to withdraw the bid.
- c. If, upon appeal, it is determined that the decision refusing withdrawal of the bid was arbitrary or capricious, the sole relief shall be withdrawal of the bid.

**71. APPEAL OF DETERMINATION OF NONRESPONSIBILITY-**

- a. Any bidder who, despite being the apparent low bidder, is determined not to be a responsible bidder for a particular County contract shall be notified in writing by the County Purchasing Agent. Such notice shall state the basis for the determination, which shall be final unless the bidder appeals the decision within ten (10) days of receipt of the notice by instituting legal action as provided in the Code of Virginia. The bidder may not institute legal action until all statutory requirements have been met.
- b. If, upon appeal, it is determined that the decision of the County Purchasing Agent was arbitrary or capricious and the award for the particular County contract in question has not been made, the sole relief available to the bidder shall be a finding that the bidder is a responsible bidder for the County contract in question. Where the award has been made and performance has begun, the County may declare the contract void upon a finding that this action is in the best interest of the public. Where a contract is declared void, the performing contractor shall be compensated for the cost of performance up to the time of such declaration. In no event shall the performing contractor be entitled to lost profits.

**72. PROTEST OF AWARD OR DECISION TO AWARD-**

- a. Any bidder or offeror may protest the award or decision to award a contract by submitting a protest in writing to the County Purchasing Agent, or an official designated by the County of Fairfax, no later than ten (10) days after the award or the announcement of the decision to award, whichever occurs first. Any potential bidder or offeror on a contract negotiated on a sole source or emergency basis who desires to protest the award or decision to award such contract shall submit such protest in the same manner no later than ten days after posting or publication of the notice of such contract as provided in Article 3, Section 4, of the Fairfax County Purchasing Resolution. However, if the protest of any actual or potential bidder or offeror depends in whole or in part upon information contained in public records pertaining to the procurement transaction which are subject to inspection under Article 2, Section 4d of the Fairfax County Purchasing Resolution, then the time within which the protest must be submitted shall expire ten days after those records are available for inspection by such bidder or offeror under Article 2, Section 4d, or at such later time as provided herein. No protest shall lie for a claim that the selected bidder or offeror is not a responsible bidder or offeror. The written protest shall include the basis for the protest and the relief sought. The County Purchasing Agent shall issue a decision in writing within ten (10) days of the receipt of the protest stating the reasons for the action taken. This decision shall be final unless the bidder or offeror appeals within ten (10) days of receipt of the written decision by instituting legal action as provided in the Code of Virginia.
- b. If prior to award it is determined that the decision to award is arbitrary or capricious, then the sole relief shall be a finding to that effect. The County Purchasing Agent shall cancel the proposed award or revise it to comply with the law. If, after an award, it is determined that an award of a contract was arbitrary or capricious, then the sole relief shall be as hereinafter provided. Where the award has been made but performance has not begun, the performance of the contract may be declared void by the County. Where the award has been made and performance has begun, the County Purchasing Agent may declare the contract void upon

**General Conditions and Instructions to Bidders**

a finding that this action is in the best interest of the County. Where a contract is declared void, the performing contractor shall be compensated for the cost of performance at the rate specified in the contract up to the time of such declaration. In no event shall the performing contractor be entitled to lost profits.

- c. Pending final determination of a protest or appeal, the validity of a contract awarded and accepted in good faith in accordance with this article shall not be affected by the fact that a protest or appeal has been filed.
- d. An award need not be delayed for the period allowed a bidder or offeror to protest, but in the event of a timely protest, no further action to award the contract will be taken unless there is a written determination that proceeding without delay is necessary to protect the public interest or unless the bid or offer would expire.

**73. CONTRACTUAL DISPUTES-**

- a. Any dispute concerning a question of fact as a result of a contract with the County which is not disposed of by agreement shall be decided by the County Purchasing Agent, who shall reduce his decision to writing and mail or otherwise forward a copy thereof to the contractor within thirty (30) days. The decision of the County Purchasing Agent shall be final and conclusive unless the contractor appeals within six (6) months of the date of the final written decision by instituting legal action as provided in the Code of Virginia. A contractor may not institute legal action, prior to receipt of the public body's decision on the claim, unless the public body fails to render such decision within the time specified.
- b. Contractual claims, whether for money or other relief, shall be submitted in writing no later than sixty days after final payment; however, written notice of the contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pendency of claims shall not delay payment of amounts agreed due in the final payment.

**74. LEGAL ACTION-**No bidder, offeror, potential bidder or offeror, or contractor shall institute any legal action until all statutory requirements have been met.

**75. COOPERATIVE PURCHASING-**The County may participate in, sponsor, conduct or administer a cooperative procurement agreement on behalf of or in conjunction with one or more other public bodies, or public agencies or institutions or localities of the several states, of the United States or its territories, or the District of Columbia, for the purpose of combining requirements to increase efficiency or reduce administrative expenses in any acquisition of goods and services. Except for contracts for professional services, a public body may purchase from another public body's contract even if it did not participate in the request for proposal (RFP) or invitation for bid (IFB), if the RFP or IFB specified that the procurement was being conducted on behalf of other public bodies. Nothing herein shall prohibit the assessment or payment by direct or indirect means of any administrative fee that will allow for participation in any such arrangement.

**76. PROFESSIONAL AFFILIATION-**The Department of Purchasing & Supply Management holds membership in the National Institute of Governmental Purchasing, Inc., a non-profit, educational and technical organization that includes among its goals and objectives the study, discussion, and recommendation of improvements in governmental purchasing and the interchange of ideas and experiences on local state, and national governmental purchasing problems.

**77. DRUG FREE WORKPLACE-**During the performance of a contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in conjunction with a specific contract awarded to a contractor in accordance with this section, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

**APPROVED:**

/S/ David P. Bobzien  
**COUNTY ATTORNEY**

/S/ Cathy A. Muse  
**COUNTY PURCHASING AGENT**

**RFP CHECKLIST**

NAME OF OFFEROR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Name and addresses of both service and fiscal representatives (Key Personnel) who would handle this account.

Service Representative: \_\_\_\_\_  
Telephone Number: (     ) \_\_\_\_\_  
Email Address: \_\_\_\_\_

Fiscal Representative: \_\_\_\_\_  
Telephone Number: (     ) \_\_\_\_\_  
Email Address: \_\_\_\_\_

The following documents which are included in this Solicitation shall be incorporated by reference in the resulting contract and become a part of said contract:

- A. County of Fairfax Acceptance Agreement (Cover Sheet, DPSM32)
- B. Special Provisions & Specifications
- C. Appendix A (General Conditions and Instructions to Bidders)
- D. Appendix B (RFP Checklist, Price Schedule & Instructions, BPOL Form, Debarment/Suspension Certification, Listing of Local Public Bodies, Business Classification Schedule, Subcontractor's Notification Form)
- E. Confidentiality Agreement / Covenant of Confidentiality(Exhibit 2)

\_\_\_\_\_  
Typed Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Submission

### **PRICING SCHEDULE**

Provide detailed pricing for the proposed Solution for a FCPS-hosted and managed and/or a vendor hosted and managed Solutions. Include ongoing fees, one time charges, customization fees, and any other charges associated with installation, implementation, customization, modifications, support, and training for the Solution. FCPS will consider any or all pricing options.

Please submit pricing and specify any case in which functionality or features described elsewhere in the RFP are different or unavailable.

1. Direct Labor – Block One
  - a. The offeror must provide labor classifications and the average hourly rates which will be paid for each classification expected to work on the project. This schedule shall not disclose employee names.
  - b. Direct Labor costs are defined as actual salaries and wages paid principals and employees for time directly chargeable to the project. Direct labor costs do not include fringe benefits such as social security contributions, unemployment, excise and payroll taxes, workmen's compensation, health and retirement benefits, sick leave, vacation, holiday pay, etc.
2. Indirect Costs (Overhead) – Block Two
  - a. Overhead costs shall include fringe benefits, indirect salaries and wages, plus general and administrative expenses.
  - b. Overhead costs shall not include the following disallowable costs: bad debts, contingencies, donations, entertainment, fines and penalties, interest expense, marketing and promotion, legislative lobbying costs, defense of fraud, alcoholic beverages, and dividend distribution to employees. Indirect salaries must be salaries paid only to active employees and principals. Bonuses are generally allowed.
3. Profit – Block Three
  - a. Fees or profits shall be expressed as a percentage of the Total Estimated Cost minus consultant costs.
4. Other Direct Costs – Block Four
  - a. Travel: The costs of travel and transportation (County mileage rates) will be entered in blocks 4a (1) and (2). These items will be broken down into separate costs and rates associated with each item (i.e., mileage rates, airfare cost, vehicle rental fees, lodging and / or meal rates, County per diem, etc.). Lodging and / or meal rates shall be consistent with the County's current Travel Policy in effect at the time the proposal is submitted.
  - b. Equipment, Materials, Supplies: Block 4b
  - c. Subcontracts: Block 4c
  - d. Other: Block 4d
5. Total Price: Block 5 is the sum of blocks 1, 2, 3, 4a, b, c, and d.



### FCPS-Hosted and Managed Solution

Description	Qty	Unit Price	Extended Price	Notes
<b>Application Software License</b> <i>(itemize individual components if necessary)</i>		\$	\$	
<b>Itemized Customization(s)</b> <i>(if any, to meet requirements)</i>		\$	\$	
<b>3<sup>rd</sup> Party Software</b>		\$	\$	
<b>Volume Discounts or other Alternative Pricing</b>		\$	\$	
<b>Software Escrow</b>		\$	\$	
<b>Tasks To Be Performed</b>				
<b>Data Conversion</b>		\$	\$	
<b>Software Maintenance</b>		\$	\$	
<b>Support</b>		\$	\$	
<b>Installation and Testing</b>		\$	\$	
<b>Training</b>		\$	\$	
<b>Other (Please Specify)</b>		\$	\$	

**FCPS-Hosted and Managed Solution  
Consulting Services, by Job class**

1. DIRECT LABOR (Specify labor categories)	ESTIMATED HOURS	HOURLY RATE	ESTIMATED COST	TOTALS
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
DIRECT LABOR TOTAL				\$
2. INDIRECT COSTS (Specify indirect cost categories)	RATE	x BASE =	ESTIMATED COST	
	\$		\$	
	\$		\$	
	\$		\$	
DIRECT COST TOTAL				\$
3. PROFIT (BLOCKS 1 + 2) x _ %				\$
4. OTHER DIRECT COSTS				
			ESTIMATED COST	
a. TRAVEL				
1. Transportation			\$	
2. Per Diem			\$	
(check current County Travel Policy)				
TRAVEL SUBTOTAL			\$	
b. EQUIPMENT, MATERIALS, SUPPLIES (Specify categories)	QUANTITY	COST	ESTIMATED COST	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
EQUIPMENT SUBTOTAL			\$	
c. SUBCONTRACTS				
SUBCONTRACTS SUBTOTAL			\$	
d. OTHER (Specify categories)	QUANTITY	COST	ESTIMATED COST	
			\$	
			\$	
OTHER SUBTOTALS			\$	
OTHER DIRECT COSTS TOTAL				\$
5. TOTAL PRICE				\$

### Vendor Hosted and Managed Solution

Description	Qty	Unit Price	Extended Price	Notes
<b>SaaS (hosting fees)</b>		\$	\$	
<b>Application Software License</b> <i>(itemize individual components if necessary)</i>		\$	\$	
<b>Itemized Customization(s)</b> <i>(if any, to meet requirements)</i>		\$	\$	
<b>3<sup>rd</sup> Party Software</b>		\$	\$	
<b>Volume Discounts or other Alternative Pricing</b>		\$	\$	
<b>Software Escrow</b>		\$	\$	
<b>Tasks To Be Performed</b>				
<b>Data Conversion</b>		\$	\$	
<b>Software Maintenance</b>		\$	\$	
<b>Support</b>		\$	\$	
<b>Installation and Testing</b>		\$	\$	
<b>Training</b>		\$	\$	
<b>Other (Please Specify)</b>		\$	\$	

**Vendor Hosted and Managed Solution  
Consulting Services, by Job class**

1. DIRECT LABOR (Specify labor categories)	ESTIMATED HOURS	HOURLY RATE	ESTIMATED COST	TOTALS
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
DIRECT LABOR TOTAL				\$
2. INDIRECT COSTS (Specify indirect cost categories)	RATE	x BASE =	ESTIMATED COST	
	\$		\$	
	\$		\$	
	\$		\$	
DIRECT COST TOTAL				\$
3. PROFIT (BLOCKS 1 + 2) x _ %				\$
4. OTHER DIRECT COSTS				
			ESTIMATED COST	
a. TRAVEL				
1. Transportation			\$	
2. Per Diem			\$	
(check current County Travel Policy)				
TRAVEL SUBTOTAL			\$	
b. EQUIPMENT, MATERIALS, SUPPLIES (Specify categories)	QUANTITY	COST	ESTIMATED COST	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
EQUIPMENT SUBTOTAL			\$	
c. SUBCONTRACTS				
SUBCONTRACTS SUBTOTAL			\$	
d. OTHER (Specify categories)	QUANTITY	COST	ESTIMATED COST	
			\$	
			\$	
OTHER SUBTOTALS			\$	
OTHER DIRECT COSTS TOTAL				\$
5. TOTAL PRICE				\$



**CERTIFICATION REGARDING DEBARMENT OR SUSPENSION**

In compliance with contracts and grants agreements applicable under the U.S. Federal Awards Program, the following certification is required by all offerors submitting a proposal in response to this Request for Proposal:

1. The Offeror certifies, to the best of its knowledge and belief, that neither the Offeror nor its Principals are suspended, debarred, proposed for debarment, or declared ineligible for the award of contracts from the United States federal government procurement or nonprocurement programs, or are listed in the *List of Parties Excluded from Federal Procurement and Nonprocurement Programs* issued by the General Services Administration.
2. "Principals," for the purposes of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager, plant manager, head of a subsidiary, division, or business segment, and similar positions).
3. The Offeror shall provide immediate written notice to the Fairfax County Purchasing Agent if, at any time prior to award, the Offeror learns that this certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. This certification is a material representation of fact upon which reliance will be placed when making the award. If it is later determined that the Offeror rendered an erroneous certification, in addition to other remedies available to Fairfax County government, the Fairfax County Purchasing Agent may terminate the contract resulting from this solicitation for default.

**Printed Name of Representative:** \_\_\_\_\_

**Signature/Date:** \_\_\_\_\_/\_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**SSN or TIN No:** \_\_\_\_\_

**Listing Of Local Public Bodies**

REFERENCE PARAGRAPH 35 OF THE SPECIAL PROVISIONS,"USE OF CONTRACTS BY OTHER PUBLIC BODIES." You may select those public bodies that this contract may be extended, a "blank" will signify a "NO" response:

	Alexandria Public Schools, VA		Manassas Park, Virginia
	Alexandria Sanitation Authority		Manassas, Virginia
	Alexandria, Virginia		Manassas City Public Schools, Virginia
	Arlington County, Virginia		Maryland-National Capital Park & Planning Commission
	Arlington Public Schools, Virginia		Metropolitan Washington Airports Authority
	Bowie, Maryland		Metropolitan Washington Council of Governments
	Charles County, Maryland		Montgomery Community College
	Charles County Public Schools, MD		Montgomery County, Maryland
	Chevy Chase Village, MD		Montgomery County Public Schools, MD
	Clark County Administrative Services		Northern Virginia Community College
	College Park, Maryland		Northern Virginia Regional Commission
	Culpeper County, Virginia		Orange County Public Schools, Virginia
	Culpeper County Public Schools		Prince George's County, Maryland
	District of Columbia		Prince George's County Public Schools, MD
	District of Columbia Courts		Prince William County Public Schools, VA
	DC Water and Sewer Authority		Prince William County, Virginia
	District of Columbia Schools		Prince William County Service Authority
	Fairfax County Water Authority		Rappahannock County Public Schools, VA
	Fairfax, Virginia (City)		Rockville, Maryland
	Falls Church City Public Schools		Shenandoah County Public Schools, VA
	Falls Church, Virginia		Spotsylvania County Schools, Virginia
	Fauquier County, Virginia		Stafford County, Virginia
	Fauquier County Schools, Virginia		Stafford County Public Schools, Virginia
	Fauquier County Water & Sanitation Authority		Takoma Park, Maryland
	Frederick City, Maryland		Vienna, Virginia
	Frederick County Maryland		Upper Occoquan Sewage Authority
	Frederick County Schools, Maryland		Virginia Railway Express
	Gaithersburg, Maryland		Washington Suburban Sanitary Commission
	Greenbelt, Maryland		Washington Metropolitan Area Transit Authority
	Herndon, Virginia		Winchester, Virginia
	Leesburg, Virginia		Winchester Public Schools
	Loudoun County Sanitation Authority		Others
	Loudoun County, Public Schools, VA		
	Loudoun County, Virginia		
	Madison County Public Schools, VA		
	Manassas Park Public Schools, VA		

**Complete and return this form with your proposal. Contract award may not be made without it.**

\_\_\_\_\_  
Vendor Name

## BUSINESS CLASSIFICATION SCHEDULE

### DEFINITIONS

**Small Business/Organization** – is an independently owned and operated business which, together with affiliates, has 250 or fewer employees or average annual gross receipts of \$10 million or less averaged over the previous three years..

**Minority Business** – is a business concern that is at least **51%** owned by one or more minority individuals or in the case of a corporation, partnership or limited liability company, or other entity, at least **51%** of the equity ownership interest in the corporation, partnership or limited company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals. Such individuals shall include Asian American, African American, Hispanic American, Native America, Eskimo or Aleut.

**Woman-Owned Business** – A business concern that is at least **51%** owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited company or other entity, at least **51%** of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women who are U.S. citizens or legal resident aliens.

**YOU MUST CLASSIFY YOUR BUSINESS/ORGANIZATION BY MARKING ONE (1) OF THE SIX (6) BOXES IN THE CHART BELOW.** This designation is required of all business/organizations including publicly traded corporations, non-profits, sheltered work shops, government organizations, partnerships, sole proprietorships, etc.

#### Examples:

A small business, Asian woman owned, would mark box X on line 3.

A large business, African-American owned, would mark box V on line 3.

A small non-profit would mark box B on line 1.

A large business, publicly traded on NYSE or NASDAQ, would mark box Y on line 1.

Line	SMALL BUSINESS	LARGE BUSINESS	OWNERSHIP
1.	___ B	___ Y	Regardless of Ownership
2.	___ C	___ A	Women-Owned
3.	___ X	___ V	Minority-Owned

PLEASE RETURN THIS FORM WITH YOUR BID PACKAGE. CONTRACT AWARD MAY NOT BE MADE WITHOUT IT.

NAME OF FIRM: \_\_\_\_\_





**FAIRFAX COUNTY  
PUBLIC SCHOOLS**

**Department of Financial Services / Office of Procurement Services**

8115 Gatehouse Road, Suite 4400

Falls Church, VA 22042-1203

<http://www.fcps.edu/fs/procurement>

Telephone: 571-423-3550 Fax: 571-423-3576

**SUBCONTRACTOR (S) NOTIFICATION FORM**

Contract Number/Title: \_\_\_\_\_

Prime Contractors Name: \_\_\_\_\_

Prime Contractor's Classification Code: \_\_\_\_\_ (from Business Classification Schedule)

You are required to provide the County with names, addresses, anticipated dollar amount and small/minority classification (use code numbers from previous page) of each first-tier subcontractor (ref. paragraph 34, Special Provisions). Please complete this form and return it with your bid package.

**Please check here if you are not using a subcontractor:** \_\_\_\_\_

SUBCONTRACTOR(S) NAME	STREET ADDRESS	CITY	STATE	ZIP CODE	ANTICIPATED DOLLAR AMOUNT	VENDOR CLASSIFICATION

**Complete and return this form with your proposal. Contract award may not be made without it.**

#### General Product/Service List

- Assignment books
- Athletic fees
- Career and technical education certification test fees
- Class dues
- Club fees
- Electronic media storage devices (e.g., CDs, thumb drives)
- Family and Consumer Sciences class fees
- Field Trip fees
- Fine Arts fees
- Health and Medical Science fees
- Instructional Items
- Lost and damaged library material fees
- Lost and damaged textbooks fees
- Musical instrument fees
- PE uniforms
- Preschool and Kindergarten Snack
- Recorders
- Scholastic Magazines (e.g., Weekly Reader)
- Student parking fees
- Technology Education -Materials Fees
- Test fees
- Thomas Jefferson HS-Application processing fees
- Towel Services Fees
- Trade and Industrial Fees
- Transcripts of student record fees
- Tuition-Out-of-county

## CONFIDENTIALITY ADDENDUM

**THIS ADDENDUM**, executed and effective as of the \_\_\_\_ day of \_\_\_\_\_, 2013, by and between \_\_\_\_\_, a corporation organized and existing under the laws of \_\_\_\_\_ (the "Company"), and the **FAIRFAX COUNTY SCHOOL BOARD**, a public body corporate and politic organized and existing under the laws of the Commonwealth of Virginia (the "School Board"), recites and provides as follows.

### Recitals

The Company and the School Board are parties to a certain agreement entitled "\_\_\_\_\_" of even date herewith (the "Agreement"). In connection with the execution and delivery of the Agreement, the parties wish to enter into this Addendum in order to clarify and make certain modifications to the terms and conditions set forth therein.

The Company and the School Board agree that the purpose of such terms and conditions is to ensure compliance with the Family Educational Rights and Privacy Act (FERPA), including but not limited to (i) the identification of Company as an an entity acting for the School Board in its performance of functions that a School Board employee otherwise would perform; and (ii) the establishment of procedures for the protection of confidential student records, including procedures regarding security and security breaches.

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which is acknowledged hereby, the parties agree as follows.

### Agreement

The Agreement is amended hereby as follows:

1. The following provisions shall be deemed to be included in the Agreement:

**Confidentiality Obligations Applicable to Certain FCPS Student Records.** The Company hereby covenants and agrees that it shall maintain, in strict confidence and trust, all FCPS student records containing either (1) non-directory information of any kind, whether provided by or created for FCPS pursuant to this contract, or (2) directory information as to which the eligible student or his family has opted out of disclosure (collectively, "FCPS Confidential Student Records").

The Company shall cause each officer, director, employee and other representative who shall have access to FCPS Confidential Student Records during the term of the Agreement (collectively, the "Authorized Representatives") to maintain in strict confidence and trust all FCPS Confidential Student Records. The Company shall take all reasonable steps to insure that no FCPS Confidential Student Records are disclosed to any person or entity except those who (i) are Authorized Representatives of the Company performing functions for FCPS under the Agreement and have agreed to be bound by the terms of this Agreement or a Confidentiality Agreement (as defined below) executed pursuant hereto; (ii) are authorized representatives of FCPS, or (iii) are entitled to such FCPS Confidential Student Records from the Company pursuant to federal and/or Virginia law. The Company shall use FCPS Confidential Student Records, and shall take all reasonable steps necessary to ensure that its Authorized Representatives shall use such records, solely for purposes related to and in fulfillment of the performance by the Company of its obligations pursuant to the Agreement.

The Company shall: (i) designate one of its Authorized Representatives to be responsible for ensuring that the Company and its Authorized Representatives maintain the FCPS Confidential Student Records as confidential; (ii) train the other Authorized Representatives with regard to their confidentiality

responsibilities hereunder and pursuant to federal and Virginia law; (iii) maintain at all times a list of Authorized Representatives with access to FCPS Confidential Student Records; (iv) cause each Authorized Representative to execute a written covenant of confidentiality in substantially the form set forth on Exhibit A hereto (the "Confidentiality Agreement") prior to his or her performance of any services contemplated by the Agreement and shall deliver any and all such Confidentiality Agreements to the School Board upon request.

**Other Security Requirements.** The Company shall maintain all technologies, policies, procedures and practices necessary to secure and protect the confidentiality and integrity of FCPS Confidential Student Records, including procedures to (i) restrict access to such records as described in the "Confidentiality" provision of this Addendum; (ii) establish user IDs and passwords as necessary to protect such records; (iii) protect all such user passwords from detection and unauthorized use; (iv) prevent hostile or unauthorized intrusion that could compromise confidentiality, result in data corruption, or deny service; (v) prevent and detect computer viruses from spreading to disks, attachments to e-mail, downloaded files, and documents generated by word processing and spreadsheet programs; (v) minimize system downtime; (vi) notify FCPS of planned system changes that may impact the security of FCPS Confidential Student Records; (vii) return or destroy FCPS Confidential Student Records that exceed specified retention schedules; (viii) permit periodic security audits by FCPS or designated third party using applicable regulations and industry best practice standards as benchmarks, and make commercially reasonable efforts to remediate the vulnerabilities discovered; (ix) in the event of system failure, enable immediate recovery of FCPS records to the previous business day.

In the event of a security breach, the Company shall (i) immediately take action to close the breach; (ii) notify FCPS within 24 hours of Company's first knowledge of the breach, the reasons for or cause of the breach, actions taken to close the breach, and identify the FCPS Confidential Student Records compromised by the breach; (iii) return compromised FCPS Confidential Student Records for review; (iv) provide communications on the breach to be shared with affected parties and cooperate with FCPS efforts to communicate to affected parties by providing FCPS with prior review of press releases and any communications to be sent to affected parties; (v) take all legally required, reasonable, and customary measures in working with FCPS to remediate the breach which may include toll free telephone support with informed customer services staff to address questions by affected parties and/or provide monitoring services if necessary given the nature and scope of the disclosure; (vi) cooperate with FCPS by providing information, records and witnesses needed to respond to any government investigation into the disclosure of such records or litigation concerning the breach; and (vii) provide FCPS with notice within 24 hours of notice or service on Company, whichever occurs first, of any lawsuits resulting from, or government investigations of, the Company's handling of FCPS records of any kind, failure to follow security requirements and/or failure to safeguard confidential information. The Company shall provide satisfactory documentation of its compliance with the security requirements of this provision prior to performing services under the Agreement. The Company's compliance with the standards of this provision is subject to verification by FCPS personnel or its agent at any time during the term of the Agreement.

#### **Applicability of Confidentiality and Security Provisions to Non-Confidential Records**

To the extent that FCPS provides non-confidential information to Company under this Agreement, such as student records containing only directory information as to which no opt-out has been filed, de-identified student information, and FCPS records not pertaining to students, the Confidentiality and Security paragraphs shall not apply, *provided that* the notice obligation under subsection (viii) shall apply to lawsuits and investigations involving FCPS records of any kind.

#### **Disposition of FCPS Confidential Student Records Upon Termination of Agreement**

Upon expiration of the term of the Agreement, or upon the earlier termination of the Agreement for any reason, the Company covenants and agrees that it promptly shall deliver to the School Board, and shall take all reasonable steps necessary to cause each of its Authorized Representatives promptly to deliver to the School Board, all FCPS Confidential Student Records. The Company hereby acknowledges and

agrees that, solely for purposes of receiving access to FCPS Confidential Student Records and of fulfilling its obligations pursuant to this provision and for no other purpose (including without limitation, entitlement to compensation and other employee benefits), the Company and its Authorized Representatives shall be deemed to be school officials of the School Board, and shall maintain FCPS Confidential Student Records in accordance with all federal state and local laws, rules and regulations regarding the confidentiality of such records. The non-disclosure obligations of the Company and its Authorized Representatives regarding the information contained in FCPS Confidential Student Records shall survive termination of the Agreement. The Company shall indemnify and hold harmless the School Board from and against any loss, claim, cost (including attorneys' fees) or damage of any nature arising from or in connection with the breach by the Company or any of its officers, directors, employees, agents or representatives of the obligations of the Company or its Authorized Representatives under this provision or under a Confidentiality Agreement, as the case may be.

**Certain Representations and Warranties.** The Company hereby represents and warrants as follows:

(i) the Company has full power and authority to execute the Agreement and this Addendum and to perform its obligations hereunder and thereunder; (ii) the Agreement and this Addendum constitute the valid and binding obligations of the Company, enforceable in accordance with their respective terms, except as such enforceability may be limited by bankruptcy or similar laws affecting the rights of creditors and general principles of equity; and (iii) the Company's execution and delivery of the Agreement and this Addendum and compliance with their respective terms will not violate or constitute a default under, or require the consent of any third party to, any agreement or court order to which the Company is a party or by which it may be bound.

**Governing Law; Venue.** Notwithstanding any provision contained in the Agreement to the contrary, (i) the Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia, without reference to conflict of laws principles; and (ii) any dispute hereunder which is not otherwise resolved by the parties hereto shall be decided by a court of competent jurisdiction located in the Commonwealth of Virginia.

**IN WITNESS WHEREOF**, the parties hereto have caused this Addendum to be executed by their duly authorized officers effective as of the date first written above.

**[COMPANY NAME]**

By: \_\_\_\_\_  
[Name]  
[Title]

**FAIRFAX COUNTY SCHOOL BOARD**

By: \_\_\_\_\_  
Roger Ball,  
Director

**Exhibit A**

**Covenant of Confidentiality**

In connection with the performance by \_\_\_\_\_ (the "Company") of its obligations under that certain agreement with the Fairfax County School Board dated \_\_\_\_\_, 200\_, as the same shall have been amended by that certain Addendum of even date therewith (the "Agreement"), the undersigned authorized representative of the Company (the "Authorized Representative"), for good and valuable consideration, the receipt and sufficiency of which is acknowledged, hereby covenants and agrees as follows, with knowledge that the Fairfax County School Board is relying upon the statements set forth herein.

The Authorized Representative hereby covenants and agrees that he or she: (i) shall maintain in strict confidence and trust all records, reports and other documents or materials of any nature relating to the operations, students, families and employees of Fairfax County Public Schools (collectively, the "FCPS Confidential Student Records"); (ii) shall not disclose any FCPS Confidential Student Records to any person or entity who has not agreed to be bound by the terms of the Agreement, or a sworn statement executed pursuant thereto, unless the person or entity is an Authorized Representative of FCPS or is otherwise entitled to access to such FCPS Confidential Student Records pursuant to federal and/or Virginia law; (iii) shall use the FCPS Confidential Student Records solely for purposes related to and in furtherance of the performance by the Company of its obligations pursuant to the Agreement; (iv), upon expiration of the term of the Agreement, or upon the earlier termination of the Agreement for any reason, promptly shall deliver all FCPS Confidential Student Records to Fairfax County Public Schools; (v) shall continue to maintain as confidential all information obtained from FCPS Confidential Student Records after the expiration or termination of the Agreement.

**IN WITNESS WHEREOF**, the Authorized Representative has executed this Covenant of Confidentiality as of the \_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
[Name]

\_\_\_\_\_  
[Address]

\_\_\_\_\_  
( ) -

\_\_\_\_\_  
[Telephone No.]

**MINIMUM QUALIFICATION AND REFERENCE SUMMARY**

All Offerors are required to submit the following:

1. The Offeror (s) is required to have at a minimum five (5) years successful, continuous experience in providing a web based eCommerce solution for PreK-12 or higher education school districts. (Ref: Special Provisions, Paragraph 5.1).  
Years of experience \_\_\_\_\_.
2. The Offeror must provide a minimum of three references from Pre K-12 school districts or a higher education institute, with one preferably from a customer similar in size to FCPS. (Ref: Special Provisions, Paragraph 5.4).

**Reference 1:** Company: \_\_\_\_\_

Address: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Current Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please describe service provided: \_\_\_\_\_

Length of Engagement: \_\_\_\_\_

**Reference 2:** Company: \_\_\_\_\_

Address: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Current Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please describe service provided: \_\_\_\_\_

Length of Engagement: \_\_\_\_\_

**Reference 3:**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Current Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please describe service provided: \_\_\_\_\_

Length of Engagement: \_\_\_\_\_